

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #871

DATE: February 19, 2013

PLACE: **Oak Park High School Presentation Room – G-9**  
899 N. Kanan Road, Oak Park, CA 91377

TIME: **5:00 p.m. Closed Session**  
**6:00 p.m. Open Session – G9**

*The Mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, that includes academic achievement, personal growth and social responsibility.*

**BOARD OF EDUCATION**  
Allen Rosen, President  
Mary Pallant, Vice President  
Sepideh Yeoh, Clerk  
Barbara Laifman, Member  
Jennifer von Schneidau, Member  
Matt Dods, Student Board Representative

EDUCATING TOMORROW'S LEADERS

**ADMINISTRATION**  
Dr. Anthony W. Knight, Superintendent  
Linda Sheridan, Executive Assistant  
Martin Klauss, Assistant Superintendent, Business & Administrative Services  
Dr. Leslie Heilbron, Assistant Superintendent, Human Resources  
Cliff Moore, Consultant  
Jane Mintz, Director, Educational Technology  
Susan Roberts, Director, Pupil Services

**COPY OF ENTIRE AGENDA ON WEB SITE**  
**[WWW.OAKPARKUSD.ORG](http://WWW.OAKPARKUSD.ORG)**

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [lsheridan@oakparkusd.org](mailto:lsheridan@oakparkusd.org).

Welcome to a meeting of the Oak Park Unified School District Board of Education. Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board may pull an item from the Consent Calendar and transfer the item to an appropriate place on the agenda for discussion.

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Linda Sheridan, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less.

Your comments are greatly appreciated. However, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. The information on the speaker card is voluntary but will assist the Board President in conducting the meeting. Thank you for your cooperation and compliance with these guidelines

***All Board Actions and Discussion are electronically recorded and maintained for thirty days.  
Interested parties may review the recording upon request.  
Agenda and supporting documents are available for review prior to the meeting at the District  
Office located at 5801 E. Conifer Street, Oak Park, CA 91377***

**NEXT REGULAR MEETING**

**Tuesday, March 19, 2013**

**Closed Session at 5:00 p.m.      Open Session at 6:00 p.m.**

**Oak Park High School, Presentation Room, G9**

**AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: [www.oakparkusd.org](http://www.oakparkusd.org)

# OAK PARK UNIFIED SCHOOL DISTRICT

## AGENDA – REGULAR BOARD MEETING #871

February 19, 2013

**CALL TO ORDER - Followed by Public Comments/ 5:00 p.m.**

**CLOSED SESSION: 5:00 p.m.**

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G-9**, Oak Park, California.

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

**III. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE FOLLOWING ITEMS:**

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**B. PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistants II, Campus Supervisor Sub, Instructional Assistant Sub, Guest Teacher**

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

**V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Recognition of Oak Park High School Lexus Eco Challenge Winners
2. Remarks from Board Members
3. Remarks from Student Board Rep
4. Remarks from Superintendent
5. Report from School Site Councils
6. Report from Facilities Planning Committee
7. Report from Technology Committee

**B. DISCUSSION ITEMS** (No Action required. If Action required, item will be brought to a future meeting as an Action Item)

**C. BUSINESS SESSION:**

*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*

At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.

- a. [Approve Minutes of Regular Board Meeting January 15, 2013](#)
- b. [Public Employee/Employment Changes 01CL22053-01CL22076 & 01CE06003-01CE06002](#) 1
- c. [Approve Purchase Orders –January 1 – January 31, 2013](#) 3  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Boys’ Volleyball Team – March 8-8-9, 2013](#) 6  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High School Athletic Teams Who Qualify for CIF Playoffs in Spring](#) 7  
*Board Policy 6153 requires Board approval for student overnight trips*

## ACTION

### 2. BUSINESS SERVICES

- a. [Approve Recommendations for Improving School Safety](#) 13  
*Board asked to approve leadership recommendations for improving school safety*
- b. [Approve Measure C6 Five-Year Plan](#) 16  
*Board is asked to approve Measure C6 Five- Year Plan*
- c. [Approve Award of Contract for District Wide Area Network Services](#) 17  
*Board Policy 3312 requires Board approval for contract for services*
- d. [Approve Award of Contract for District Web Hosting Services](#) 18  
*Board Policy 3312 requires Board approval for contract for services*
- f. [Approve Facility Improvement at Oak Park High School – Varsity Locker Room](#) 19  
*Board approval required for appointment to Citizens’ Oversight Committee*
- g. [Approve Notice of Completion for Project 12-06R, Storefront Window and Door Replacement at Brookside Elementary School](#) 20  
*Board approval required for Notice of Completion*
- h. [Approve Notice of Completion for Project 12-10R, M & N Building Restroom Modernization at Oak Park High School](#) 23  
*Board approval required for Notice of Completion*
- i. [Approve Notice of Completion for Bid 12-13R, Asphalt Repair and Replacement at Red Oak and Oak Hills Elementary Schools](#) 26  
*Board approval required for Notice of Completion*
- j. [Approve Agreement for Mechanical Engineering Consulting Services for Measure R HVAC Projects](#) 29  
*Board Policy 3312 requires Board approval for contract for services*
- k. [Approve Donations](#) 36  
*Board Policy 3290 requires Board approval for donations to the District*

### 3. CURRICULUM

- a. [Approve 2011-12 School Accountability Report Cards](#) 37  
*Board Policy 0510 requires annual Board approve of School Accountability Report Cards*
- b. [Approve 2012-2013 Single Plans for Achievement](#) 38  
*Board Policy 0420 requires annual Board approval for Single Plans for Student Achievement which are developed at the school site in conjunction with School Site Councils*
- c. [Approve Friends of Oak Park Schools 2013 Summer School](#) 39  
*Requires annual Board approval in order for Friends of Oak Park Schools to conduct Fee-Based Summer School Program*

- 4. PUPIL SERVICES**
- a. Approve Contract for Residential Program for Special Education Student #10-12/13 - \$99,708 41**  
*Board Policy 3312 requires Board approve for contract for services*
- 5. HUMAN RESOURCES**
- a. Approve Authorization to Establish New Classified Service Position – Certified Repair Technician 44**  
*Board approval requested to establish new Classified Service position*
- b. Approve 2013-2014 Classified Holiday Calendar 47**  
*Board approval for Classified Holiday Calendar*
- c. Approve Resolution #13-02 Regarding Non-Reelection and Release from Employment of Temporary Certificated Employees 49**
- 6. BOARD**
- a. Approve 2013 CSBA Delegate Assembly Candidates Election 51**  
*CSBA Region/Subregion 11B requests the Board to vote on two open seats to the Delegate Assembly from the three candidates submitted*
- 7. BOARD POLICIES**
- a. Approve Amendment to Board Policy 3260 – Fees and Charges – First Reading 60**  
*This mandated policy is being updated to reflect new law (AB 1575) which clarifies the prohibition against charging of student fees, prescribes the use of uniform complaint procedures for filing a complaint when the charging of an impermissible fee is alleged, and requires information about student fees to be including in the annual notification regarding uniform complaint procedures.*
- b. Approve Amendment to Board Policy 4030 – Nondiscrimination in Employment – First Reading 64**  
*Policy updated to reflect new law (AB 1964) which prohibits discrimination against an employee or job applicant based on the person’s religious beliefs, observances, or dress or grooming practices unless the district can demonstrate that it has explored available reasonable alternative means of accommodating the person but is unable to do so.*
- c. Approve Amendment to Board Policy 5113.1 – Chronic Absence and Truancy – First Reading 69**  
*Policy updated to provide information about available tools for tracking attendance, add school health services as a strategy for preventing attendance problems, expand list of agencies and individuals with whom the district might collaborate to identify and address problems, and reflects legislative intent to use alternatives to suspension or expulsion with truants.*
- d. Approve Amendment to Board Policy 5144 – Discipline – First Reading 74**  
*Policy updated to reflect new law (AB 1729) which provides alternative methods of discipline that should be considered before suspension is imposed. Policy adds preventative and positive conflict resolution strategies, such as conferences with students and their parents/guardians; use of study, guidance ,or other intervention-related teams; enrollment in a program teaching pro-social behavior or anger management; and participation in a restorative justice program.*
- e. Approve Amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process – First Reading 78**  
*Mandated policy updated to reflect new law (AB 1729) which prohibits suspension of a student, including in a supervised suspension classroom, for certain specified violations unless other means of correction have failed to bring about proper conduct.*

- f. **Approve Amendment to Board Policy 5145.6 – Parental Notifications – 1st Reading 85**  
*Policy updated to reflect new law (AB 2262) which allows the annual parental notifications to be sent electronically upon request by the parent/guardian and requires that any notifications sent electronically be written both in English and in the family’s primary language when required by law.*

**VII. INFORMATION ITEMS**

**VIII. OPEN DISCUSSION**

- |  |                   |
|--|-------------------|
| 1. <b><u>Monthly Measure R Bond Fund Status Report</u></b> | <b><u>91</u></b>  |
| 2. <b><u>Monthly Cash Flow Report</u></b>                  | <b><u>100</u></b> |
| 3. <b><u>Monthly Enrollment and Attendance Report</u></b>  | <b><u>105</u></b> |

**IX. ADJOURNMENT:**

There being no further business before this Board, the meeting is declared adjourned at \_\_\_\_\_ p.m.

**X SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

- |   |            |
|---|------------|
| 1. <b><u>Brookside Elementary School Report</u></b>               | <b>109</b> |
| 2. <b><u>Oak Hills Elementary School Report</u></b>               | <b>110</b> |
| 3. <b><u>Red Oak Elementary School Report</u></b>                 | <b>111</b> |
| 4. <b><u>Medea Creek Middle School Report</u></b>                 | <b>112</b> |
| 5. <b><u>Oak Park High School Report</u></b>                      | <b>113</b> |
| 6. <b><u>Oak View High School/Oak Park Independent School</u></b> | <b>114</b> |
| 7. <b><u>Oak Park Neighborhood School</u></b>                     | <b>115</b> |

**MINUTES OF REGULAR BOARD MEETING  
BOARD OF EDUCATION**

**1-15-13**

**#869**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Allen Rosen, called the regular meeting to order at 5:03 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Allen Rosen, President, Ms. Mary Pallant, Vice President, Ms. Sepideh Yeoh, Clerk, Ms. Barbara Laifman, Member, and Jennifer von Schneidau, Member

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:04 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Allen Rosen, called the regular meeting to order at 5:45 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Allen Rosen, President, Ms. Mary Pallant, Vice President, Ms. Sepideh Yeoh, Clerk, Ms. Barbara Laifman, Member, Jennifer von Schneidau, Member, and Matt Dods, Student Rep

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Ms. Jane Mintz, Director, Educational Technology, Mr. Cliff Moore, Consultant, and Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Kevin Buchanan led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

The Board took no action in Closed Session held this evening.

**ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education adopted the agenda as presented. Motion carried 5-0.

**PUBLIC SPEAKERS**

None

**PRESENTATION**

The Board presented Toni Caruso the Partners in Education Award for her continuing volunteer service within the District.

**REPORT FROM BOARD MEMBERS**

Board Member Sepideh Yeoh thanked Barbara for hosting the holiday lunch. She publicly thanked the crossing guards for continuing to keep our children safe on their way to and from school. Ms. Yeoh

attended the OPNS and MCMS Winter Concerts, the Rancho Simi Recreation and Park District meeting, the EEAC meeting and a Red Oak Assembly. She reminded everyone about the International Gala which will be held on May 3 at the Pavilion where all schools will be represented. Board Member Barbara Laifman attended the Kindercott Awards at BES, the OPHS SAT Scores Information Night, the Community Outreach Committee Meeting and the VCOE Governance Issues and Open Meeting Act Workshop. Board Member Mary Pallant helped deliver bagels and cream cheese to all schools staff for the holidays. She thanked Barbara for hosting the holiday lunch at her home and she also attended the VCOE Governance Issues and Open Meeting Act Workshop. Board Member Jennifer von Schneidau thanked the Board for the warm welcome. She attended the MAC, School Safety, Facilities Planning Committee and the Tech Committee meetings. Board Member Allen Rosen wished everyone a Happy New Year. He also thanked Barbara for hosting the holiday lunch. Mr. Rosen attended the Friends of Oak Park Schools meeting where they reported they are sponsoring the Otter movie on February 1, the I to I student projects on the Great Lawn at OPHS on February 2 and the Community Forum on January 28.

### **REPORT FROM SUPERINTENDENT**

Dr. Knight also reminded the Board about the January 28 Community Forum sponsored by Friends of Oak Park Schools. He reported that today the District had a site visit for the Five Star GATE award program.

### **REPORT FROM STUDENT REP**

Matt Dods reported finals were next week.

### **Report from School Site Councils**

The Board received School Site Council reports from Medea Creek Middle School and Oak Park High School.

### **DISCUSSION ITEMS**

School Safety – Dr. Knight shared with the Board the information received from a guest who attended the Leadership Meeting regarding school safety and things that we can be doing on both a large and small scale to continue to keep our schools safe. He also shared some of the things we are already implementing.

#### **C.1. CONSENT AGENDA**

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved the Consent Agenda. Motion carried 5-0.

- a. Approve Minutes of Organizational Board Meeting December 11, 2013
- b. Public Employee/Employment Changes 01CL22039-01CL22052 & 01CE05994-01CE06002
- c. Approve Purchase Orders –November 28 – December 31, 2012
- d. Receive and Accept First Period Attendance Report

### **ACTION**

#### **C.2. BUSINESS SERVICES**

- a. Receive and Accept Annual Financial Audit Report for Fiscal Year 2011-2012** **13**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education accepted and approved the Annual Financial Audit Report for Fiscal Year 2011-2012. Motion carried 5-0.

- b. Receive and Accept Annual Proposition 39 Bond Audit Reports for Fiscal Year 2011-2012**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education accepted and approved the Annual Proposition 39 Bond Audit Reports for Fiscal Year 2011-2012. Motion carried 5-0.

**c. Approve Resolution #13-01 Authorizing Use of Public Contract Code Section 20118.2 to Procure Wide Area Network Service**

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved Resolution #13-01 Authorizing Use of Public Contract Code Section 20118.2 to procure Wide Area Network service. Motion carried 5-0.

**d. Approve 2<sup>nd</sup> Term Appointments to the Oak Park Citizens’ Oversight Committee**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the second term appointments to the Oak Park Citizens’ Oversight Committee of Carl Belichesky, Daniel Perini and Jason Wilburn. Motion carried 5-0.

**e. Approve Donations**

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the donations made to the District. Motion carried 5-0.

**VIII. INFORMATION ITEMS**

Mr. Rosen asked for an update on the online agenda. Ms. Sheridan reported we should be ready to go in February. Discussion was held on some of the logistics involved and will be shared with the Board when determined.

**IX. OPEN DISCUSSION**

- 1. Monthly Measure R Bond Fund Status Report** **23**
- 2. Monthly Cash Flow Report** **25**
- 3. Monthly Enrollment and Attendance Report** **27**

There being no further business before this Board, the Regular meeting is declared adjourned at 7:47 p.m.

\_\_\_\_\_  
Date President of the Board

\_\_\_\_\_  
Date Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.1.c. APPROVAL OF PURCHASE ORDERS ISSUED JANUARY 1 - JANUARY 31, 2013**

CONSENT

**ISSUE:** Shall the Board approve the purchase orders issued January 1, 2013 – January 31, 2013?

**BACKGROUND:** Attached is the Purchase Order Report listing all purchase orders issued during the reporting period. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

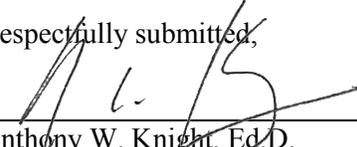
**ALTERNATIVES:**

1. Approve the attached Purchase Order Report as submitted.
2. Do not approve the Purchase Order Report.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,



\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Includes 01/01/2013 - 01/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B13-00253	Staples	2012 - 2013 school year	Business Administration	010	1,000.00
B13-00254	Agoura Lock Technologies, Inc.	Key duplication for Red Oak	Red Oak Elementary School	010	100.00
B13-00255	Commercial Door Company Inc	Annual Fire Door Maintenance MCMS	Business Administration	010	4,155.00
B13-00256	All-Phase Electric Supply Co	Hand Dryers ROES and MCMS	Business Administration	010	3,210.00
B13-00257	Personnel Concepts Limited	Labor Law Compliance Posters & Notices	Accounting & Payroll	010	1,728.50
P13-00367	Wayne Watson DBA Buena Concret	Proj RDSA ADA Compliance OPHS	Business Administration	213	1,760.00
P13-00368	Valley Crest Landscape	Landscape Clean-Up District Wide	Business Administration	010	5,200.00
P13-00369	Anderson Systems Inc	BES 100 Bldg HVAC Repair	Business Administration	010	792.00
P13-00370	Thousand Oaks Electric	OPHS Installatin Charging Station	Business Administration	010	3,750.00
P13-00371	Rusty Nail Services	MCMS Lockers install	Business Administration	010	496.00
P13-00372	Thousand Oaks Electric	BES Install Amp Copier Room	Business Administration	010	675.00
P13-00373	Thousand Oaks Electric	BES Install Plug Rm 309	Business Administration	010	310.00
P13-00374	Delta Education, LLC	FOSS Science ROES Grade 3 DVD	Curriculum	010	857.17
P13-00375	M/M Mechanical, Inc	Proj 11-14R Heaters OVHS Restrooms	Business Administration	213	3,680.00
P13-00376	House Sanitary Supply	Proj 11-14R Restroom Dispensers OVHS	Business Administration	213	204.67
P13-00377	David Kelly dba D.J. Kelly Ent	Proj 11-14R Restroom-Lounge Conversion OVHS	Business Administration	213	14,944.00
P13-00378	Enhanced Landscape Mgmt, Inc	OHES & ROES Garden Soil and Mulch	Business Administration	010	4,565.00
P13-00379	Southwinds Transportation	Donation - bus K field trip	Brookside School	010	365.60
P13-00380	CA Interactive Technologies	Proj 12-07R Electrical Outlet Modernization BES	Business Administration	213	250.00
P13-00381	Precision Plumbing	Proj 13-02R Irrigation Main Backflow ROES	Business Administration	213	1,644.00
P13-00382	Trees & Things	Proj 13-03R Clear Trees Bldg C OPHS	Business Administration	213	3,450.00
P13-00383	DISCOVERY CENTER FOR SCIENCE	2nd Grade - Discovery Center: Hey Little Ant	Oak Hills Elementary School	010	656.00
P13-00384	Southwinds Transportation	3rd Grade Intro to Orchestra at Civic Arts Plaza	Oak Hills Elementary School	010	731.20
P13-00385	Document Systems	Ricoh Machine Supplies	Oak View High School	010	83.12
P13-00386	New West Symphony	3rd Grade Field Trip New West Symphony	Oak Hills Elementary School	010	516.00
P13-00387	School Outfitters	Testing Tables/AP Don/mat & supp	Oak Park High School	010	947.30

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 1

Includes 01/01/2013 - 01/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P13-00388	International Teaching Sys	Lang Lab/Headsets/Lott/mat & supp	Oak Park High School	010	1,632.50
P13-00389	ERGO in Demand, Inc	Literature holder/Lott/mat & supp	Oak Park High School	010	426.95
P13-00390	Home Depot	Proj 11-14R Cabinets Restroom Remodel OVHS	Business Administration	213	1,370.73
P13-00391	Mission Santa Barbara	Parent funded field trip	Red Oak Elementary School	010	308.00
P13-00392	Witt Company	Riso periodic service contract	Red Oak Elementary School	010	1,075.00
P13-00393	SMITH PIPE & SUPPLY	Proj 11-11R Relocate Irrigation Lines OPHS	Business Administration	213	211.90
P13-00394	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA	Donation - Field trip 4th grade	Brookside School	010	1,168.00
P13-00395	Agoura Equip Rentals	Proj 11-11R Trencher for Irrigation Lines OPHS	Business Administration	213	210.00
P13-00396	Thousand Oaks Electric	Proj 13-01R Electrical Bldg 200 Modernization BES	Business Administration	213	920.00
P13-00397	Thousand Oaks Electric	Proj 11-14R Electrical Restroom Replacement OVHS	Business Administration	213	1,935.00
P13-00398	Medco Supply Co.	Health Office supplies	Oak View High School	010	43.77
P13-00399	Tree People	1/17/13 K Field Trip to Tree People	Oak Hills Elementary School	010	150.00
P13-00400	Curriculum Associates	donation - pta test prep materials	Brookside School	010	1,981.64
P13-00401	VCOE	Math Standards - Common Core - 6 attendees	Curriculum	010	90.00
P13-00402	Follett Educational Services	ROES Grade 4 SS Text Book	Curriculum	010	49.89
T13-00037	Compuwave Inc.	Computers/Printer/PFC don/mat & supp	Oak Park High School	010	247.24
<b>Total Number of POs</b>			<b>42</b>	<b>Total</b>	<b>67,891.18</b>

## Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	30	37,310.88
213	Measure R FACILITIES Bond Fund	12	30,580.30
		<b>Total</b>	<b>67,891.18</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' VOLLEYBALL TEAM – MARCH 8-9, 2013**  
**CONSENT**

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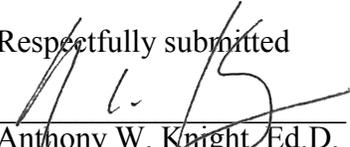
**ISSUE:** Shall the Board approve an overnight trip for Oak Park High School Boys' Volleyball team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for Boys' Volleyball team to attend a tournament scheduled for March 8-9, 2013 at Alliant University hosted by Poway High School in San Diego, CA. The 12 athletes, two team coaches and two parent volunteers will travel by district approved drivers in private vehicles. Team and chaperones will stay at the Marriott Courtyard Rancho Bernardo Hotel in San Diego. The cost will be approximately \$100 per athlete to cover the cost of transportation, meals, and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**ALTERNATIVES:** 1. Approve overnight trip as presented.  
 2. Do not approve overnight trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
 Certified by: Kevin Buchanan

Respectfully submitted  
  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

**Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:**

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.1.e APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL ATHLETIC TEAM WHO QUALIFY FOR CIF PLAYOFFS IN THE SPRING**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Athletic Team(s) who qualify for CIF Play-offs?

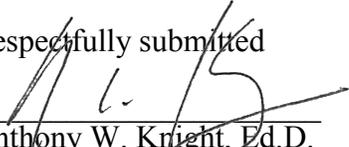
**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all spring sports team(s) (Boys' & Girls' Lacrosse, Baseball, Softball, Volleyball, Track, Golf or Tennis) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**ALTERNATIVES:** 1. Approve overnight trip as presented.  
 2. Do not approve overnight trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
 Certified by: Kevin Buchanan

Respectfully submitted

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

**Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:**

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.1.f APPROVE STUDENT TEACHING AGREEMENT WITH NATIONAL UNIVERSITY**

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INFORMATION/CONSENT/ACTION

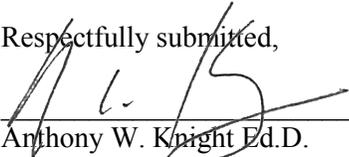
**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with National University, commencing January 9, 2013 until June 30, 2013.

**STATEMENT:** Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

- ALTERNATIVES:**
1. Approve Student Teaching Agreement with National University, commencing January 9, 2013, until June 30, 2013 and authorize the Superintendent to sign the agreement on behalf of the District.
  2. Do not approve Student Teaching Agreement with National University.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,



\_\_\_\_\_  
 Anthony W. Knight Ed.D.  
 Superintendent

---

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____



## **NATIONAL UNIVERSITY**

### **STUDENT TEACHING AND PRACTICUM AGREEMENT**

This agreement, effective on January 9, 2013, made by and between National University, a California non-profit public benefit corporation (the "University") and Oak Park Unified School District, a public entity (the "District"), with reference to the following facts:

#### **ARTICLE 1** **RECITALS**

1.1 Section 35160 of the California Education Code provides that the governing board of any school district may initiate and carry on any program or activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which school districts are established.

1.2 An agreement by a school district to provide student teaching or practicum experience to students enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (the "Commission") is not inconsistent with the purposes for which schools districts are established.

1.3 The University is accredited by the Western Association of Schools and Colleges, and its education credential programs have been approved by the Commission.

1.4 The University desires that the District provide student teaching to students enrolled in the University's teacher training curricula and/or practicum experience to students enrolled in the University's student counseling and other credential curricula. The District agrees to provide such student teaching and/or practicum experience on the terms and conditions specified in this Agreement.

#### **ARTICLES 2** **DEFINITIONS**

2.1 "Student" shall refer to a student enrolled in a program at the University which is approved by the commission and which leads to an education credential

2.2 "Master Teacher" shall refer to an employee of the District holding a valid, clear teaching credential issued by the Commission typically with three or more years teaching experience.

2.3 "Student Teaching" shall refer to the active participation by a Student in the duties and functions of classroom teaching under the direct supervision and instruction of one or more Master Teachers.

2.4 "Student Teaching Assignment" shall typically refer to a full day of Student Teaching, five days a week for nine weeks. Student Teaching Assignments shall satisfy all requirements of the Commission

2.5 "Practicum Supervisor" shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or other education specialist.

2.6 "Practicum" shall refer to the participation by a Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Practicum Supervisors.

2.7 "Practicum Assignment" shall consist of between 90 and 600 hours of Practicum depending upon the specific program requirements.

2.8 "Quarter Unit" shall refer to the amount of academic credit earned by a Student through the successful completion as determined by the University of approximately 25 hours of Student Teaching or between 20 to 40 hours of Practicum.

### **ARTICLE 3** **TERMS AND CONDITIONS**

3.1 The District shall provide University students with Student Teaching and/or Practicum in schools and classes of the District under the direct supervision and instruction of a Master Teacher or Practicum Supervisor. The University and the District from time to time shall agree as to the number of students assigned to the District for Student Teaching and/or Practicum.

3.2 District Determination. The District at their sole discretion may refuse to accept, or may terminate, any Student assigned to the District for Student Teaching or Practicum based upon its good faith determination that the Student is not performing to the standards of the District. Upon written notification by the District, the University shall promptly terminate the Student's assignment to the District.

3.3 University Determination. The University shall determine the number of units of Student Teaching or Practicum each Student shall receive. Students shall be able to be eligible for more than one Student Teaching Assignment and/or Practicum Assignment at the District.

3.4 Stipends to Master Teachers. The University shall pay supervising teachers a stipend at the completion of each semester or quarter, based on the number of units earned by the student teacher. The University will make such payment directly to the supervising teacher. The University determines the rate of stipend, which will be calculated based on \$600 to mentor over a four-month period of four classes. Supervising teachers shall be deemed to be independent contractors, and the University shall not withhold or in any way be responsible for the payment of any federal, state or local income or occupational taxes, FICA taxes, unemployment compensation or local income or worker's compensation contributions, vacation pay, sick leave, retirement benefits or any other payments for or on behalf of supervising teachers.

3.5 Insurance. The District will obtain and maintain a broad form commercial general

liability insurance policy with coverage of at least \$3,000,000 for each occurrence. The District will provide the University with proof of such insurance upon execution of this Agreement. For purposes of this Agreement, each of the District and the University will provide workman's compensation insurance coverage for their own employees, and Students are not employees of either the District or the University for purposes of workman's compensation or unemployment insurance coverage.

3.6 Termination of Assignment. In the event a Student Teaching Assignment or Practicum Assignment is terminated before it is completed, the District shall receive reimbursement of costs at the rate provided in Article 3.4 pro-rated to the nearest completed Quarter Unit.

3.7 Representations. The University represents that all Students assigned to the District for Student Teaching or Practicum are validly enrolled in a University credential program approved by the Commission. The University makes no other representation, express or implied, about, or assumes any responsibility for, the Student's fitness or qualification to participate in the Student Teaching or Practicum. Nothing in this Agreement shall be construed as a delegation by the District to the University of any of the District's duties and responsibilities for operation or supervision of the schools or classes of the District.

3.8 Fingerprint Clause. The University shall provide a Certificate of Clearance from the California Commission on Teacher Credentialing to the District upon request if available.

#### **ARTICLE 4** **GENERAL PROVISIONS**

4.1 Term. This Agreement shall commence as of the date hereof and shall continue until such time as either party gives the other party written notice of its intent to terminate the Agreement. The termination of the Agreement shall be effective upon the date specified in such written notice. Provided, however, all Students receiving Student Teaching or Practicum from the District as of the date of such notice shall be permitted to complete their Student Teaching Assignment or Practicum Assignment so long as said student is not the cause of the termination of the agreement.

4.2 Attorney's Fees. In the event any party hereto commences litigation for the interpretation, specific performance, or damages for the breach of this Agreement, the prevailing party shall be entitled to a judgment or award against the other in an amount equal to reasonable attorney's fees and expenses incurred, together with all other appropriate legal or equitable relief.

4.3 Notices. All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail, postage pre-paid addressed to the addresses on page four hereof, or to such other address or to such other person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addressees and shall be deemed given as of the date of such delivery.

4.4 Integration Clause. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the

enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

4.5 General Provisions. This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may executed in any number of counter-parts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed at San Diego, California as of the last date set forth below.

NATIONAL UNIVERSITY, a California  
non-profit public benefit corporation

Oak Park Unified School District

By \_\_\_\_\_  
Richard Carter  
Executive Vice President for  
Administration and Business

By \_\_\_\_\_  
Signature

Date \_\_\_\_\_  
National University  
School of Education  
11255 N. Torrey Pines Road  
La Jolla, CA 92037

By \_\_\_\_\_  
Name Typed or Printed

Title \_\_\_\_\_

Date \_\_\_\_\_

For contact/contract return:  
Jason Garchie  
Contract Coordinator  
National University  
11255 N. Torrey Pines Road  
La Jolla, CA 92037  
(858) 642-8300  
credcontracts@nu.edu

District Address/Telephone:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.2.a. APPROVE RECOMMENDATIONS FOR IMPROVING SCHOOL SAFETY**

ACTION

**ISSUE:** Shall the Board approve the recommendations for improving school safety?

**BACKGROUND:** The Leadership Team has been working on creating some recommendations for improving school safety to increase the safety measures already in place. They have proposed the attached recommendations for the Board's approval.

**ALTERNATIVES:** 1. Approve the recommendations for improving school safety.  
2. Do not approve the recommendations for improving school safety.  
3. Amend the recommendations for improving school safety.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

## RECOMMENDATIONS FOR IMPROVING SCHOOL SAFETY

The following suggestions are based on several discussions with the Leadership Team, input from parents, staff, school site councils, PTOs, and consultation with Ron Stephens, Executive Director of the National School Safety Center. These recommendations were finalized by the Leadership Team on February 6, 2013. They are not necessarily in order of importance or priority.

- Engage law enforcement and first responders.
  - Provide site maps and invite them to tour facilities to become more familiar with them.
  - Provide office space at OPHS for a deputy to complete paperwork, access to the Internet, place to print documents, provide lunch, etc.
  - Pursue the addition of a School Resource Officer to be based at OPHS but who could also visit MCMS and the other schools. This would only be possible with new federal or state funds. If a full time deputy is not available or affordable, look into part-time.
  - Give Sheriff's Deputy patrols master keys to our schools.
- Campus Supervision
  - Explore an increase in the amount of campus supervision at each school site. This includes total hours and number of supervisors.
  - Explore the idea of providing supervision during class time to monitor the campus while students are in class.
  - Provide uniform vests to all campus supervisors, custodians, maintenance crews, and technology support.
  - Provide professional development for campus supervisors on a variety of topics related to school safety.
- The District will develop a cohesive, consistent and collaborative threat assessment process that improves the ability of the District to identify and intervene with students who are at risk of harming themselves or others. The District will utilize the law enforcement community and mental health providers in developing the process and procedures to be used when responding to a potential threat. School personnel, law enforcement and mental health providers will be included in the threat assessment process as appropriate. A well-developed threat assessment process improves school safety, reduces or prevents school violence, maximizes resources, and provides intervention to at-risk students.
- Paint the names or numbers of all school buildings on their roofs so they can be more easily identified from the air.
- Engage the community in a form a Neighborhood Watch for the schools and add signage at all of the schools – IN CASE OF EMERGENCY OR TO RERORT A CRIME OR PROBLEM CALL \_\_\_\_\_. List number of Sheriff's Department and our private security contractor.

- As part of the phone system upgrades, include emergency button on every classroom phone that will send a message to the office in the event a teacher has a problem in his/her classroom, observes a potential threat, etc.
- Provide more training for teachers and support staff on school safety issues and how to respond in a crisis or emergency.
- Improve our school visitor procedures to include visitor badges that 'degrade' over time and require all visitors to obtain one and check in with the office. Campus supervisors would question and then direct visitors without appropriate badges to the office.
- Install some selective fencing at some of the schools.
- Increase visibility of administrators on campus throughout the day especially during pick-up and drop-off times, recess, nutrition, and lunch.
- Expand our communication or All-Call systems to include the ability to send text messages to staff, students, and parents.
- Ensure our Safe School Plans reflect the latest templates that are being developed at this time and that they are regularly updated.

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.2.b. APPROVE FIVE-YEAR TECHNOLOGY AND EQUIPMENT PLAN FOR MEASURE C6 GENERAL OBLIGATION BOND**

ACTION

**ISSUE:** Shall the Board approve the five-year technology and equipment plan for the Measure C6 General Obligation bond?

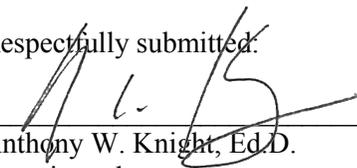
**BACKGROUND:** District staff and the District Technology Committee are working together to formalize a five-year plan for the acquisition of technology and other equipment as authorized by Measure C6. The plan will identify the schedule, and types of equipment and technology to be purchased, as well as the projected duration of C6 funds under the proposed plan.

The Technology Committee is expected to finalize its recommendation for the plan at its meeting on February 11, 2013, which will in turn be forwarded to the Board in advance of this evening's meeting

- ALTERNATIVES:**
1. Approve the five-year technology and equipment plan for the Measure C6 General Obligation bond as recommended by the District staff and the Technology Committee.
  2. Approve the plan with modifications as identified by the Board.
  3. Do not approve the technology and equipment plan.

**RECOMMENDATION:** Alternative No. 1.

Prepared by: Jane Mintz, Director, Educational Technology  
 Martin Klaus, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:  
  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.2.c. APPROVE AWARD OF REQUEST FOR PROPOSALS (RFP) FOR HIGH-SPEED WIDE AREA NETWORK SERVICES**

ACTION

**ISSUE:** Shall the Board award a contract for high-speed wide area network (WAN) services?

**BACKGROUND:** The District's five-year contract with AT&T for high-speed wide area network (WAN) services expires on June 30, 2013. As current law limits the term of contracts to five years, it is necessary to solicit proposals for a successor agreement. In December 2012, the Board authorized a consulting agreement with Infinity Communications & Consulting, Inc. to assist the District in the development of a Request for Proposal (RFP) for these services and to provide management of the process, as well as analysis and recommendation for award of a contract. The period for vendor preparation of RFP responses occurred during the month of January, with proposals due by January 28, 2013.

As this agenda was going to press, District staff and Infinity Communications were still analyzing the proposals received and preparing a recommendation for the Board's consideration and action. As soon as it has been completed, the recommendation for award of this RFP will be forwarded to the Board, and added as backup to this agenda.

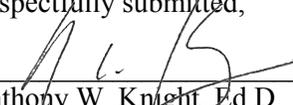
**ALTERNATIVES:**

1. Award a contract for high-speed wide area network (WAN) services as recommended.
2. Reject the all bids received and direct staff to re-bid the project.

**RECOMMENDATION:** Alternative No.1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.2.d. APPROVE AWARD OF REQUEST FOR PROPOSALS (RFP) FOR WEB HOSTING SERVICES**

ACTION

**ISSUE:** Shall the Board award a contract for web hosting services?

**BACKGROUND:** The District’s contract with Schoolwires, Inc. for web hosting services expires on June 30, 2013, and it is necessary to solicit proposals for a successor agreement. In December 2012, the Board authorized a consulting agreement with Infinity Communications & Consulting, Inc. to assist the District in the development of a Request for Proposal (RFP) for these services and to provide management of the process, as well as analysis and recommendation for award of a contract. The period for vendor preparation of RFP responses occurred during the month of January, with proposals due by January 28, 2013.

As this agenda was going to press, District staff and Infinity Communications were still analyzing the proposals received and preparing a recommendation for the Board’s consideration and action. As soon as it has been completed, the recommendation for award of this RFP will be forwarded to the Board, and added as backup to this agenda.

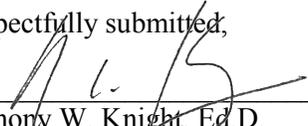
**ALTERNATIVES:**

1. Award a contract for web hosting services as recommended.
2. Reject the all bids received and direct staff to re-bid the project.

**RECOMMENDATION:** Alternative No.1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,




---

Anthony W. Knight, Ed.D.  
 Superintendent

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: APPROVE FACILITY IMPROVEMENT PROJECT AT OAK PARK HIGH SCHOOL: VARSITY LOCKER ROOM**

ACTION

**ISSUE:** Shall the Board approve a facility improvement project at Oak Park High School to convert a gymnasium storage area into a varsity team locker room?

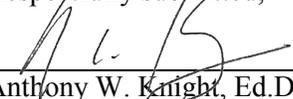
**BACKGROUND:** Oak Park High School’s administration, in concert with its athletic department and Athletic Boosters Club (ABC), is requesting the Board’s approval to proceed with proposed facility improvements to the OPHS gymnasium. Specifically, the administration is seeking to convert an under-utilized storage room adjacent to the gymnasium into a varsity team locker room for sports such as basketball and volleyball. The improvements include relocation of an existing wall, addition of a door providing direct gym access, and addition of team lockers, generously being donated by ABC. ABC is also donating money to the District to cover the balance of costs associated with the improvements, estimated at \$5,000. All of the proposed work has been incorporated into the DSA-approved gymnasium modernization project by KPI Architects, and the District’s DSA inspector of record will inspect the work. All aspects of the project have been reviewed by District’s legal counsel, and are in compliance with the requirements specified by the Field Act, Division of the State Architect, and the Education, Public Contract, Government, and Labor codes. Accordingly, the District’s staff and Facility Planning Committee are recommending that the Board authorize the proposed OPHS Varsity Locker Room project, and accept the generous donation of the Oak Park High School Athletic Boosters Club with gratitude.

- ALTERNATIVES:**
1. Approve the facility improvement project at Oak Park High School converting a gymnasium storage area into a varsity team locker room.
  2. Accept, with gratitude, the generous donation by the Oak Park High School Athletic Boosters Club of equipment and money for the project.
  3. Do not approve the project and donations.

**RECOMMENDATION:** Alternatives No. 1 and No. 2.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.2.f. APPROVE NOTICE OF COMPLETION, PROJECT 12-06R, STOREFRONT WINDOW/DOOR REPLACEMENT AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Project 12-06R, Storefront Window/Door Replacement at Brookside Elementary School, contracted with Center Glass Company, Inc.?

**BACKGROUND:** On March 6, 2012, the Board awarded a contract for Project 12-06R, Storefront Window/Door Replacement at Brookside Elementary School, to Center Glass Company, Inc. The projected construction budget for this project was \$297,000 and the original contract amount awarded by the Board for this work was \$342,000. There was one deductive change order totaling <\$86,900>, and the final contract amount for this project is \$255,100, representing a budget savings of \$41,900.

The work under this contract is now complete, and District staff and construction manager Balfour Beatty Construction, Inc. have inspected the finished project and are satisfied that it has been completed in compliance with all contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

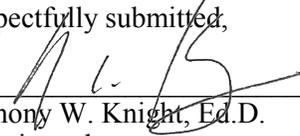
**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 12-06R, Storefront Window/Door Replacement at Brookside Elementary School, contracted with Center Glass Company, Inc.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klaus, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Brookside Elementary School, 165 N. Satinwood Avenue, Oak Park, CA 91377

That on or about March 6, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with Center Glass Company, Inc. of Ventura, California, for Project 12-06R, Storefront Window/Door Replacement at Brookside Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on February 19, 2013; that the address of said Oak Park Unified School District is 5801 Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

By Anthony W. Knight, Ed.D., Superintendent, Secretary to  
the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

\_\_\_\_\_  
Anthony W. Knight, Ed.D., Superintendent  
Oak Park Unified School District

On \_\_\_\_\_ before me, Linda Sheridan, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn: Martin Klauss, Assistant Superintendent Business Services

January 18, 2013

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: Project 12-06R Storefront Replacement at Brookside Elementary School  
**Recommendation to Request Board approval for issuance of Notice of Completion**

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Project 12-06R Storefront Replacement at Brookside Elementary School All contract installation requirements have been satisfied by Center Glass Company. The final project cost is as follows;

*Final Project Cost;*

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<i>Master Plan Estimate</i>	
Construction Costs	\$ 270,000.00
Contingency	\$ 27,000.00
Total estimated Construction Cost	\$ 297,000.00
Center Glass Co Base Agreement	\$ 342,000.00
Deductive Change Order # 1	\$ ( 86,900.00)
<b>Final Contract Amount</b>	<b>\$ 255,100.00</b>
<i>Project Savings</i>	\$ 41,900.00

Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty Construction  
File

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.2.g. APPROVE NOTICE OF COMPLETION, PROJECT 12-10R, BUILDINGS M & N RESTROOM MODERNIZATION AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Project 12-10R, Buildings M and N Restroom Modernization at Oak Park High School, contracted with Malibu Pacific Tennis Courts, Inc.?

**BACKGROUND:** On April 19, 2012, the Board awarded a contract for Project 12-10R, Buildings M and N Restroom Modernization at Oak Park High School, to Malibu Pacific Tennis Courts, Inc. The projected construction budget for this project was \$394,640, and the original contract amount awarded by the Board for this work was \$149,900. There were two change orders totaling \$24,049, and the final contract amount for this project is \$173,949, representing a budget savings of \$220,691.

The work under this contract is now complete, and District staff and construction manager Balfour Beatty Construction, Inc. have inspected the finished project and are satisfied that it has been completed in compliance with all contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

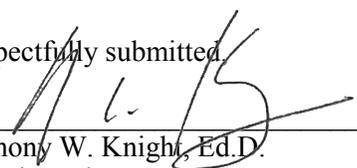
**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 12-10R, Buildings M and N Restroom Modernization at Oak Park High School, contracted with Malibu Pacific Tennis Courts, Inc.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about April 19, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with Malibu Pacific Tennis Courts, Inc. of Westlake Village, California, for Project 12-10R, Buildings M and N Restroom Modernization at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on February 19, 2013; that the address of said Oak Park Unified School District is 5801 Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*  
By Anthony W. Knight, Ed.D., Superintendent, Secretary to  
the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

\_\_\_\_\_  
Anthony W. Knight, Ed.D., Superintendent  
Oak Park Unified School District

On \_\_\_\_\_ before me, Linda Sheridan, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn; Martin Klauss, Assistant Superintendent Business Services

January 18, 2013

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: Project 12-10R Modernize Bathroom Buildings M & N at Oak Park High School  
**Recommendation to Request Board approval for issuance of Notice of Completion**

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD 12-10R Modernize Bathroom Buildings M & N at Oak Park High School. All contract installation requirements have been satisfied by Malibu Pacific Tennis Courts. The final project cost is as follows;

*Final Project Cost:*

---

*Master Plan Estimate*

Construction Costs	\$ 358,764.00
Contingency on Master Plan Estimate (10%)	\$ <u>35,876.00</u>
Total Master Plan Estimate	\$ 394,640.00

Malibu Pacific Tennis Courts Base Agreement	\$ 149,900.00
Change Orders No 1 and 2	\$ <u>24,049.00</u>
<b>Final Contract Amount</b>	<b>\$ 173,949.00</b>

<i>Project Savings</i>	\$ 220,691.00
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Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty Construction  
File

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.2.h. APPROVE NOTICE OF COMPLETION, PROJECT 12-13R, ASPHALT PAVING REPAIRS TO PLAYGROUNDS AT OAK HILLS AND RED OAK ELEMENTARY SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Project 12-13R, Asphalt Paving Repairs to Playgrounds at Oak Hills and Red Oak Elementary Schools, contracted with Mission Paving and Sealing, Inc.?

**BACKGROUND:** On May 15, 2012, the Board awarded a contract for Project 12-13R, Asphalt Paving Repairs to Playgrounds at Oak Hills and Red Oak Elementary Schools, to Mission Paving and Sealing, Inc. The projected construction budget for this project was \$120,000, and the original contract amount awarded by the Board for this work was \$62,885. There were no change orders and the final contract amount for this project is \$62,885, representing a budget savings of \$57,115.

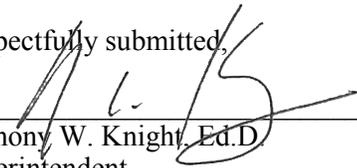
The work under this contract is now complete, and District staff and construction manager Balfour Beatty Construction, Inc. have inspected the finished project and are satisfied that it has been completed in compliance with all contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 12-13R, Asphalt Paving Repairs to Playgrounds at Oak Hills and Red Oak Elementary Schools, contracted with Mission Paving and Sealing, Inc.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klaus, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,  
  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Oak Hills Elementary School, 1010 N. Kanan Road, Oak Park, CA 91377 and Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377

That on or about May 15, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with Mission Paving and Sealing, Inc. of Irwindale, California, for Project 12-13R, Asphalt Paving Repairs to Playgrounds at Oak Hills and Red Oak Elementary Schools on certain real property hereinbefore described: that said building and improvements were actually completed on February 19, 2013; that the address of said Oak Park Unified School District is 5801 Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

By Anthony W. Knight, Ed.D., Superintendent, Secretary to  
the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

\_\_\_\_\_  
Anthony W. Knight, Ed.D., Superintendent  
Oak Park Unified School District

On \_\_\_\_\_ before me, Linda Sheridan, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn: Martin Klauss, Assistant Superintendent Business Services

January 18, 2013

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: Project 12-13R Asphalt Paving Repairs/Kindergarten Playground at Oak Hills Elementary School and Red Oak Elementary Schools  
**Recommendation to Request Board approval for issuance of Notice of Completion**

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Project 12-13R Asphalt Paving Repairs/Kindergarten Playground at Oak Hills Elementary School and Red Oak Elementary Schools. All contract installation requirements have been satisfied by Mission Paving. The final project cost is as follows;

*Final Project Cost;*

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*Master Plan Estimate*

Construction Costs	\$ 120,000.00
Contingency	\$ <u>included</u>
Total estimated Construction Cost	\$ 120,000.00

Mission Paving Base Agreement	\$ 62,885.00
Change Orders	\$ <u>N/A</u>
<b>Final Contract Amount</b>	<b>\$ 62,885.00</b>

<i>Project Savings</i>	\$ 57,115.00
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Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty Construction  
File

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.2.i. APPROVE AWARD OF CONTRACT FOR MECHANICAL ENGINEERING SERVICES FOR MEASURE R HVAC PROJECTS**

ACTION

**ISSUE:** Shall the Board award contracts for mechanical engineering services for Measure R HVAC projects?

**BACKGROUND:** The Measure R Master Plan approved by the Board in December 2012 included mechanical engineering services in connection with the district-wide HVAC unit change out program, now referred to as Project 12-19R. On behalf of the District, construction manager Balfour Beatty Construction (BBC) sent out a request for proposals (RFP) to a selected group of mechanical engineering firms for these services. BBC and District staff conducted a review of proposals received and determined that IDS Mechanical Engineers met the criteria specified in the District’s request. A copy of the proposal submitted by IDS is attached for the Board’s information and review.

At this time, BBC and District staff are advocating the acceptance of the proposal for only Oak View High School and the District Office. IDS has confirmed that it will honor its proposal with this limitation in the scope of work. Accordingly, it is recommended that the Board authorize staff to engage IDS Mechanical Engineers for mechanical engineering services at Oak View High School and the District Office as described in its proposal.

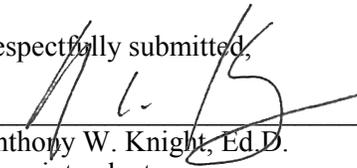
**ALTERNATIVES:**

1. Authorize staff to engage IDS Mechanical Engineers for mechanical engineering services at Oak View High School and the District Office per the attached proposal.
2. Do not authorize staff to engage IDS Mechanical Engineers for mechanical engineering services.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____





January 11, 2013

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

Attention: Mr. Keith Henderson, Construction Manager  
Balfour Beatty Construction

Project: Oak Park Unified School District  
District Wide HVAC Unit Change-Out Program

Subject: Proposal for Consulting Engineering Services

Dear Mr. Henderson;

I have reviewed our July 19, 2012, proposal for the consulting engineering services for the Oak Park Unified School District District-Wide HVAC Unit Change-Out Programs. I understand the District has the funds to proceed with the services for Oak View High School and the District Office at this time.

Please accept this letter as confirmation the proposal is still in effect and IDS Mechanical Engineers will honor the fee amounts included in the proposal for Oak View High School and the District Offices.

Please let me know if you have any questions or need any additional information.

Thank you for this opportunity to assist the District with the District wide HVAC unit change out program.

Very truly yours,

**IDS MECHANICAL ENGINEERS**

A handwritten signature in blue ink that reads 'Ray Cranston Jr.' in a cursive script.

Ray Cranston Jr., P.E.  
Principal



July 19, 2012

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

Attention: Mr. Keith Henderson, Construction Manager  
Balfour Beatty Construction

Project: Oak Park Unified School District  
District Wide HVAC Unit Change Out Program

Subject: Proposal for Consulting Engineering Services

Dear Mr. Henderson;

Thank you for this opportunity to submit this proposal for the engineering services to assist the District with the District wide HVAC unit change out program.

IDS Mechanical Engineers has 50-years of experience in the evaluation, design, and construction of HVAC systems for k12 schools including new construction, modernizations, and equipment replacement. We have provided such services for more than 30 school districts and more than 250 projects over the last five years.

This proposal is based on the information included in the Request for Proposal dated June 20, 2012.

The goal of this engineering effort is to provide the District with the information needed to replace the existing HVAC equipment with new equipment that will achieve the District's goal to have energy efficient, sustainable, and maintainable HVAC equipment and systems that will provide appropriate comfort levels for students, teachers, and staff.

Scope of Work:

The Oak Park USD is in the process of implementing a program to remove and replace all old HVAC equipment within the District with new energy efficient equipment. The replacement equipment shall be in compliance with all the latest requirements for energy efficiency, sustainability, and Title 24 California Energy Conservation Standards.

The District has the following seven sites.

1. Oak Park High School. Oak Park High School is not to be included in the study.
2. Brookside Elementary School. Brookside Elementary School is not to be included in the study.
3. Medea Creek Middle School (71,210 sq. ft.)
4. Oak Hills Elementary School (32,718 sq. ft.)
5. Red Oak Elementary School (41,287 sq. ft.)
6. Oak View High School (5 modular classroom building totaling 4,800 sq. ft.)
7. District Offices/Support Services Facility (8,140 sq. ft.)

The District has successfully completed a District wide program to replace all thermostats with "Prolifix" Energy Management fully programmable thermostats.

**Balfour Beatty Construction**

Attention: Mr. Keith Henderson, Construction Manager  
Project: Oak Park USD HVAC Change Out Program  
Subject: Proposal for Consulting Engineering Services  
July 19, 2012  
Page 2 of 5

The equipment to be evaluated at each site is as follows:

1. Medea Creek Middle School: All HVAC units including those serving the modular classroom buildings.
2. Oak Hills Elementary School: All HVAC units including those serving the modular classroom buildings.
3. Red Oak Elementary School: All HVAC units including those serving the modular classroom buildings.
4. Oak View High School: The HVAC units serving three (3) of the modular classroom buildings.
5. District Office: Three (3) roof top gas-electric package units.

The District will provide the Engineer one (1) set of the "as-built" drawings for each site.

The District will provide the Engineer an Excel spread sheet identifying all HVAC equipment currently in place throughout the District.

The Engineer will prepare the calculations to determine the proper heating, cooling, and airflow requirements for each zone served by each of the HVAC units to be replaced.

Services

We will provide the District with the following engineering services as identified in the Request for Proposal

1. Provide not more than five (5) site visits to inspect the structures and the HVAC equipment and installation at each site to obtain the information necessary to perform the required calculations. The information to be obtained includes the following.
  - a. The composition of the building envelope including floor type, wall construction, ceiling/roof construction, skylights, door types, window types, roof overhangs, and any type of shading.
  - b. The number and type of light fixtures in each zone.
  - c. The number of occupants in each zone.
  - d. The number and type of equipment in each zone including computers, printers, plotters, copiers, other office equipment, and food service equipment.
  - e. The number and type of plants in each zone.
  - f. The location and quantity of supply registers, diffusers, return registers, and exhaust registers in each zone.
  - g. Identify the HVAC equipment placement, configurations, and methods of installation.
  - h. Verify the HVAC equipment models and sizes.
  - i. Identify and quantify exhaust systems.
  - j. Other existing conditions that will impact the heating and cooling calculations.This information will be documented in the District's Excel spreadsheet format that will be submitted to the District for review and conformation.
2. Review the existing HVAC systems. Provide recommendations for ductwork and air distribution modifications to enhance the efficiency and performance of the systems.
3. Prepare the heating, cooling, and airflow calculations for each zone utilizing the data gathered during the site visits (see Paragraph 1) and the review of the as-built drawings. The preparation of the calculations will utilize software that incorporates the ASHRAE Radiant Time Series Method.

**Balfour Beatty Construction**

Attention: Mr. Keith Henderson, Construction Manager

Project: Oak Park USD HVAC Change Out Program

Subject: Proposal for Consulting Engineering Services

July 19, 2012

Page 3 of 5

4. Recommend a replacement unit each existing HVAC units and provide the heating, cooling, and airflow requirements, the minimum SEER/EER, the type of unit, electrical requirements, maximum weights, and other information deemed necessary for the District to obtain the appropriate replacement units. The District preferred manufacturer for the replacement units is RHEEM
  
5. Prepare an Equipment Schedule for each site that includes the following information.
  - a. The identification number of the unit being replaced.
  - b. The location.
  - c. The zone or area being served.
  - d. The nominal tonnage.
  - e. Total cooling capacity (BTUH).
  - f. Sensible cooling capacity (BTUH)
  - g. SEER/EER
  - h. Heating input and output (BTUH)
  - i. AFUE (%)
  - j. Total airflow (CFM)
  - k. Minimum Outdoor airflow (CFM)
  - l. Supply fan external static pressure (inches water column)
  - m. Electrical data
  - n. Economizer and Power Exhaust
  - o. Roof curb
  - p. Operating weight
  - q. Accessories
  
6. Prepare schematic single-line drawings for each site that includes an overall site plan, a roof plan for each building, and a floor plan for each building. The roof plan will indicate the location of each unit. The floor plan will indicate any proposed modifications to the ductwork and air distribution and the required airflow for each supply register or diffuser and return register.
  
7. Prepare and submit the Final Report that will include the following.
  - a. An introduction with a summary of the methodology and the findings.
  - b. Acknowledgment of the information provided by the District and confirmed by the Engineer.
  - c. An explanation of the load calculation methodology and data used to calculate the heating, cooling, and airflow requirements for each zone.
  - d. A comparison of internal loads for people, computers, and other equipment and the outdoor ventilation air requirements between 2012 and 1984.
  - e. An explanation of the process to select the currently most energy efficient equipment and the process to test, balance, and adjust the systems after installation to achieve desired comfort, efficiency, and sustainability levels for compliance with the requirements of the various agencies such as ASHRAE, USDOE, USGBC, Energy Star, and Title 24 California Energy Standards.
  - f. The drawings for each site; see Paragraph 6.
  - g. The Equipment Schedule for each site; see Paragraph 5.

The Final Report will be drafted in such a manner the information can be inserted into single or multiple bid packages.

**Balfour Beatty Construction**

Attention: Mr. Keith Henderson, Construction Manager  
Project: Oak Park USD HVAC Change Out Program  
Subject: Proposal for Consulting Engineering Services  
July 19, 2012  
Page 4 of 5

Six (6) bound copies and one (1) electronic copy of the Final Report will be provided to the District. The Engineer will attend a meeting with the District to review the Final Report.

Exclusions

Services related to the following items are not included in this proposal.

1. Structural analysis of the existing structures to determine their capability to accommodate the new HVAC equipment. The weights of the existing HVAC equipment as indicated in the as-built drawings will be indicated in the report.
2. Analysis of the existing electrical systems to determine their capability to accommodate the new HVAC equipment. The electrical requirements for the existing HVAC equipment will be indicated in the report.

Fee

The proposed fee for this project is forty-eight thousand dollars (\$48,000). The breakdown of the fee by site is as follows.

1.	Medea Creek Middle School	\$19,300
2.	Oak Hills Elementary School	\$10,500
3.	Red Oak Elementary School	\$13,200
4.	Oak View High School	\$2,100
5.	District Offices/Support Services	\$2,900

Additional services that may be requested will be invoiced on the basis of the following hourly rates.

<u>Classification</u>	<u>Billing Rate</u>
Principal	\$175.00
Engineering Manager	\$155.00
Engineer	\$125.00
Senior Designer	\$115.00
Designer	\$95.00
Draftsperson	\$65.00
Clerical	\$55.00

These fees and hourly rates include all charges for such items as travel, deliveries, telephone, fax, and computer. Six (6) bound copies and one (1) electronic copy of the Final Report are included. The printing of additional copies will be invoiced as reimbursable expenses. Long distance telephone calls and fax communications and travel and deliveries outside the Southern California area will be reimbursable expenses.

Fees will be invoiced monthly based on the percentage of the engineering effort that is completed. Invoices will be due 30 days from their date, and will accrue interest at the rate of 10% per annum beginning at that time. In the event that an invoice is allowed for whatever reason to become delinquent, then we will have the right to suspend services and withhold or withdraw any instruments of service pending payment. We will also have the right to be reimbursed for attorneys' fees and related reasonable cost incurred in collection efforts.

**INSURANCE**

IDS maintain all customary insurance coverage including general liability, workers compensation, automobile and professional liability with limits not less than \$1,000,000.00.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2013**  
**SUBJECT: C.2.j. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

**ISSUE:** Shall the Board acknowledge and accept donations made to the Oak Park Unified School District?

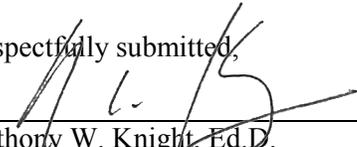
**BACKGROUND:** The following donations have been made to the District:

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
PUPIL SVS District	Donation to IEP Program/Anonymous	\$ 2,000.00
OVHS	2 Electric Vehicle Charging Stations/Chargepoint Coulomb Technologies, Inc.	\$ 10,590.00
OPIS	Donation for supplies for Ms. Allen & Ms. Liepman /Barry & Phyllis Levine in honor of their son, Andrew	\$ 200.00
ROES District	Donation/Nathan & Deborah Basile	\$ 1,000.00
	Donation/Lisa Krijer	\$ 400.00
	Two Trees & Installation/Enhanced Landscape	\$ 1,200.00

**RECOMMENDATION:** Accept the donations with thanks.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.3.a. APPROVE 2011-2012 SCHOOL ACCOUNTABILITY REPORT CARDS**

ACTION

**ISSUE:** Shall the Board of Education approve the School Accountability Report Cards for 2011-2012?

**BACKGROUND:** In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California’s schools with a source of funding. In return, all public schools in California are required annually to prepare SARC’s and disseminate them to the public. SARC’s are intended to provide the public with important information about each public school and to communicate a school’s progress in achieving its goals.

In the years since the passage of Proposition 98, additional requirements for school accountability reporting and dissemination have been established through legislation. Most SARC requirements are codified in California Education Code 33126 and 33126.1. In addition, similar requirements are contained in the federal No Child Left Behind.

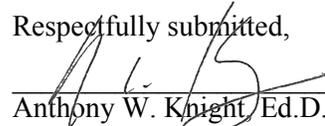
**ALTERNATIVES:**

1. Approve the SARC drafts.
2. Do not approve the SARC drafts.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.3.b. APPROVE SCHOOL'S SINGLE PLAN FOR STUDENT ACHIEVEMENT**

ACTION

**ISSUE:** Shall the Board approve each site's Single Plan for Student Achievement?

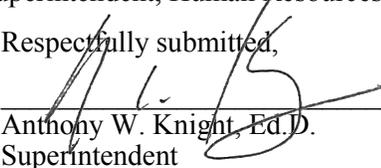
**BACKGROUND:** California Education Code sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and ESEA Program Improvement into the Single Plan for Student Achievement. The Single Plan for Student Achievement serves as a guide for continuous development, implementation, and monitoring cycle of various programs. It is a collection and analysis of student performance data, setting priorities for program improvements, rigorous use of effective solution strategies, and ongoing monitoring of results.

- ALTERNATIVES:**
1. Approve the Single Plan for Student Achievement for each site.
  2. Do not approve the Single Plan for Student Achievement for each site.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.3.c. APPROVE FRIENDS OF OAK PARK SCHOOLS SUMMER PROGRAM FOR 2013**

**DISCUSSION/ACTION**

**ISSUE:** To approve the continuation of the district's secondary summer school program through Friends of Oak Park Schools for 2013.

**BACKGROUND:** Unless the governor and legislature make changes in the funding for hourly programs (of which summer school is the largest), it will still be included in the Tier III flexibility funding category. As a result, the district will again receive a fixed amount of funding this year for summer school hours regardless of whether or not the district offers a program. This dollar amount is capped based on a calculation of funding received for hourly programs in the 2007-08 school year. In the past the district has been required to provide programs beyond the normal school year for 1) students who are not meeting standards and are at risk of retention; 2) students who are going to be retained; 3) seniors in need of credits for graduation; 4) students who need to repeat courses required for graduation; 5) eligible special education students in an extended school year setting.

For this year many districts are again considering no summer program, or a much reduced summer school that will only offer classes for seniors in need of credits for graduation. Others are turning over their programs to private foundations or schools to run. All districts are still required to run a program for their eligible special education students in an extended school year setting based on their IEP's.

Three years ago a special appeal was made to parents of students in Oak Park for voluntary donations to be able to run a cost-neutral summer school program and the parents responded by contributing enough money to do this without any encroachment on the district. In the past our parents have generously supplemented our reimbursement from the State through donations for summer school, and as a result our district has been able to offer an exceptional enrichment and remedial program at the elementary, middle and high school levels. However, with the State contributing less and less funding even this model became unsustainable when parent donations began to shrink.

One option that many districts have embraced is turning their summer school programs over to a private non-profit educational foundation.

Two years ago, with the board's endorsement, Oak Park did just that through Friends of Oak Park Schools Educational Foundation. The program was very successful at both the middle and high schools, but enrollment at the elementary level was not high enough to warrant running the program. Last summer a similar success was achieved at the secondary level, but the elementary level again fell short of the interest needed to run a program.

Friends of Oak Park Schools is preparing to move forward with this year's program again and hopes to have sufficient enrollment to run a program at both the middle and high schools. An elementary program will not be offered this year. Since the Friends of Oak Park is not an accredited summer school program it was necessary for the governing board of the Oak Park Unified School District to approve a resolution that states OPUSD will accept the credits for the courses taught in the high school summer program administered by Friends. This resolution was approved two years ago and continues to be in effect until rescinded by the board.

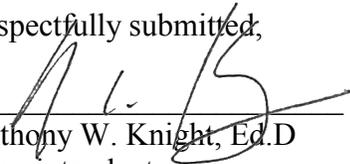
**STATEMENT:** Recommend that Friends of Oak Park Schools Educational Foundation proceed with organizing a secondary summer school program for 2013.

**ALTERNATIVES:**

1. Approve the recommendation for Friends of Oak Park Schools to organize and implement a secondary summer school program for 2013.
2. Do not approve the recommendation for Friends of Oak Park Schools to organize and implement a secondary summer school program for 2013.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,



\_\_\_\_\_  
 Anthony W. Knight, Ed.D  
 Superintendent

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.4.a. APPROVE CONTRACT FOR RESIDENTIAL PROGRAM FOR SPECIAL EDUCATION STUDENT #10-12/13 \$99,708**

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**ACTION**

**ISSUE:** Should the Board of Education approve this contract for Residential Program for this student?

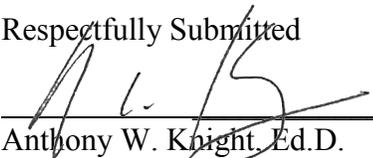
**BACKGROUND:** This eighteen-year-old, twelfth grade, student has been in residential placement at Project Six for two years per the recommendation of the IEP team. The Ventura County SELPA will reimburse the district for residential costs for the 2012-2013 school year. Project Six is a residential program with a Master Contract with Ventura County SELPA. The cost of the placement is \$8,309.00 per month, or \$ 99,708.00 for the 2012-2013 school year.

**ALTERNATIVES:** 1) Fund this residential program placement.  
2) Do not fund this residential program placement.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** The District is required by law to provide the services stated on a student's IEP. Project Six/ The Help Group is a certified residential program.

Respectfully Submitted



\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
(Education Code Sections 56365 et seq.)

This agreement is effective on \_\_\_\_\_ or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2013, unless sooner terminated as provided in the Master Contract and by applicable law.

# 10-12/13

<b>Local Education Agency (LEA)</b>		Oak Park Unified School District					
<b>Address</b>		5801 Conifer Street					
<b>City, State Zip</b>		Oak Park, CA 91377					
<b>LEA Case Manager</b>		Susan Roberts					
<b>Phone and E-Mail</b>		sroberts@oakparkusd.org					
<b>Student Last Name</b>				<b>Student First Name</b>			
<b>Grade</b>	12	<b>D.O.B</b>			<b>Sex</b>	( ) M ( X ) F	
<b>Parent/Guardian Last Name</b>				<b>Parent/Guardian First Name</b>			
<b>Address</b>							
<b>City, State, Zip</b>		Oak Park, CA 91377					
<b>Home Phone</b>				<b>Work</b>			<b>Cell</b>
<b>Parent/Guardian Last Name</b>				<b>Parent/Guardian First Name</b>			
<b>Address</b>							
<b>City, State, Zip</b>							
<b>Home Phone</b>				<b>Work</b>			<b>Cell</b>

<b>Nonpublic School/Agency</b>		Project Six/The Help Group residential program					
<b>Address</b>		15339 Saticoy Street.					
<b>City, State, Zip</b>		Van Nuys, CA 91405					
<b>IEP Coordinator Name</b>		Christine Cuenco					
<b>Phone</b>		818-779-5299		<b>Fax</b>			
<b>E-Mail</b>		ccuenco@thehelpgroup.org					
<b>Program Administrator Name</b>		Debbie Lazer, M.A. Assistant Head of School Village Glen					
<b>Phone</b>		Phone: 818.779.5142		<b>Fax</b>		Fax: 818.947.5523	
<b>E-Mail</b>		dlazer@thehelpgroup.org					
<b>Education Schedule - Regular School Year</b>							
<b>Number of Days</b>				<b>Number of Weeks</b>		12 months	
<b>Education Schedule - Extended School Year</b>							
<b>Number of Days</b>				<b>Number of Weeks</b>			

Contract Begins		Ends	
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**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
<b>A. BASIC EDUCATION</b> <i>Positive attendance only</i>								
<b>B. RELATED SERVICES</b>								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual c. Consultation								
4. Occupational Therapy a. Therapy b. Consultation								
5. Physical Therapy a. Therapy b. Consultation								
6. Intensive Individual Services								
7. Other								
8. Intensive Social/Emotional Services (ISES): a. Individual Counseling b. Counseling & Guidance c. Parent Counseling d. Social Work Services e. Behavior Intervention Services								
9. Residential Services* a. Room and Board b. 24/7 ISES				8309.00 per month	Monthly - 12			99,708.00
<b>TOTAL COST</b>								<b>\$99,708.00</b>

\*Intensive Social/Emotional Services (ISES) in a Residential Treatment Center (RTC) are provided in an integrated, intensive, educationally related therapeutic residential setting; which includes social emotional/behavior support through individual counseling, group counseling, and social work services, as appropriate. It is a collaborative model which includes educational professionals and related service providers, where all supports and services are integrated in the RTC program.

Board and Care paid for up to 365 days with a maximum of \_\_\_days payment per student, per contract year, if a bed is unoccupied due to home visits of a therapeutic nature. Room and Board and mental health rates are all inclusive in a Residential Setting.

**ESTIMATED MAXIMUM RELATED SERVICES COST \$** 100,000.00

**TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS \$** \_\_\_\_\_

**Other Provisions/Attachments:** \_\_\_\_\_

**Progress Reporting Requirements:** \_\_\_\_\_ Quarterly \_\_\_\_\_ Monthly \_\_\_\_\_ Other (Specify \_\_\_\_\_)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

**-CONTRACTOR-**

**-LEA-**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.5.a. APPROVE AUTHORIZATION TO ESTABLISH NEW CLASSIFIED SERVICE POSITION – CERTIFIED REPAIR TECHNICIAN**

ACTION

**ISSUE:** Shall the Board authorize the establishment of a new classified service position, Certified Repair Technician, and approve the associated job description?

**BACKGROUND:** The title and job description of Instructional Assistant 11-Tech does not reflect the level of expertise, knowledge and skill associated with one of the currently held tech positions.

Staff is recommending that the Board establish a new position to be called Certified Repair Technician. A copy of the proposed job description is attached for the Board’s review and approval.

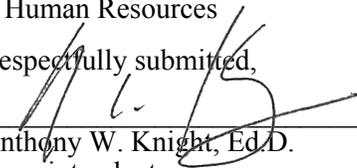
This new position will report to the Director of Education Technology. It will be placed on Range 23 of the classified salary schedule. It is expected that this new position will be filled within the ranks of existing employees.

**ALTERNATIVES:**

1. Approve the establishment of a new classified service position, Certified Repair Technician, and the associated job description.
2. Do not approve the new position.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,  
  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**CLASS TITLE: CERTIFIED COMPUTER REPAIR TECHNICIAN**

**DEFINITION:**

***This is a full time position, 40 hours/wk, 12 months***

***Salary: Range 23 on the Classified Salary Schedule***

Provide technical Help Desk and on-site support to district users, maintain district systems/hardware, deploy software applications, repair district Hardware.

**EXAMPLES OF DUTIES**

The description of duties is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Provide technical support to users and maintenance to various systems, hardware and software applications
  - Provide remote technical assistance with OPUSD Help Desk to coordinate effective resolutions for user problems
  - Diagnose and solve user computer hardware and software issues
  - Travel to various sites to provide tech support when user issues cannot be solved remotely
- Install and maintain computer equipment throughout the district
- Maintain current ACMT certification
  - Administer and maintain district Apple GSX account
- Administer and maintain MDM(Mobile Device Management) for district-controlled iOS devices
- Administer and maintain JAMF Software Server and related distribution points
  - Create and deploy software packages using JAMF Casper Suite
  - Create and deploy configuration profiles to manage client settings and restrictions
- Administer Apple Software Update Servers and Netboot Servers/Images
- Maintain records, update inventory and service database
- Maintain physical inventory storage
- Work cooperatively with Technology staff
- Interface with vendor tech support when necessary
- Attend training as directed by supervisor
- Perform related duties as assigned
- Manage HelpDesk

**EMPLOYMENT STANDARDS**

**Experience with:**

- Mac OSX REQUIRED
  - ACMT certification required
- Microsoft Office, iLife, iWork
- E-mail client support/Exchange
- Various application suites for the Mac environment
- Networking concepts (TCP/IP and DNS)
- Tech support/ Troubleshooting
- JAMF/Casper
- Record-keeping techniques
- Diagnostic techniques and protocols
- Inventory methods and practices

**Ability to:**

- Schedule and coordinate personal workload
- Work without direct supervision
- Meet commitments and due dates
- Work well under pressure
- Maintain positive working relationship between clients and tech department
- Be punctual
- Participate actively on project teams
- Understand LAN-related problems within area of expertise
- Maintain working knowledge of field-related technology advancements
- Troubleshoot hardware and software and provide Mac and PC support
- Perform hardware repairs on Mac and PC systems

**Education and Experience:**

- Any combination of training and experience including graduation from high school supplemented by actual work experience with Mac OS, experience with troubleshooting and tech support.

**Licenses and other Requirements:**

- ACMT required
- ACSE (not required)
- Valid California Driver's License must have personal vehicle to travel between school sites.

**WORKING CONDITIONS:****Environment:**

School computer lab/classroom/office environment.

**Physical Abilities:**

Dexterity of hands and fingers to operate computer keyboards and manipulate cabling and tools; sight to view monitors and read manuals; hearing and speaking to exchange information; lifting objects up to 60lbs; sitting, climbing, standing, bending, stooping, squatting and crawling.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.5.b APPROVE 2013-2014 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR**

**ACTION**

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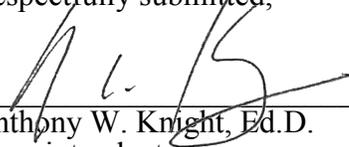
**ISSUE:** Should the Board of Education approve the 2013-2014 Classified Employees Holiday Calendar?

**BACKGROUND:** The Board of Education adopted the recommended 2013-2014 School Calendar Student/Teacher at the Regular Board Meeting on November 14, 201. We are now bringing the Classified Employees Holiday Calendar for Board approval, showing the 15 contractual holidays that coincide with the Student/Teacher Calendar.

**RECOMMENDATION:**

1. Approve the recommended 2013-2014 Classified Employees Holiday Calendar.
2. Do not approve the recommended 2013-2014 Classified Employees Holiday Calendar.

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT July 2013 - June 2014 – Classified Employee Holiday Calendar

## July 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day

## January 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 – Local Holiday  
20 - Martin Luther King Day

## August 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 - Washington's Day

## September 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Labor Day  
5 – Local Holiday

## March 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## October 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 – Local Holiday

## November 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 - Veterans' Day  
28 - Thanksgiving Day  
29 – Local Holiday (Lincoln's Day)

## May 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 - Memorial Day

## December 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

25 – Local Holiday  
26 – Local Holiday  
27 – Local Holiday  
30 – Local Holiday

## June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.5.c. APPROVE RESOLUTION RELEASE TEMPORARY #13-02**  
**CERTIFICATED EMPLOYEES #1 THROUGH # 16**  
**ACTION**

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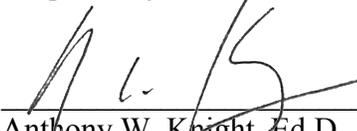
**ISSUE:** Should the Board of Education approve Resolution #13-02 Release Temporary Certificated Employees #1 through #16?

**BACKGROUND:** In considering needs for the 2013-2014 school year, it has been determined that, at this time, staffing must be reduced. In order to comply with Education Code Section 44955 temporary employees must be released pursuant to Education Code Section 44954. The Resolution authorizes staff to proceed with the release process for employees on temporary contracts.

- ALTERNATIVES:**
1. Approve Resolution #13-02 Release Temporary Certificated Employees #1 through #16
  2. Do not approve Resolution #13-02 Release Temporary Certificated Employees #1 through #16

**RECOMMENDATION:** Alternative #1

Respectfully Submitted:



\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

<b>Board Action:</b>	<b>On motion of _____, seconded by _____, the Board of Education:</b>			
<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>von Schniedau</b>	_____	_____	_____	_____
<b>Yeoh</b>	_____	_____	_____	_____
<b>Student</b>	_____	_____	_____	_____

**BEFORE THE BOARD OF EDUCATION OF THE  
OAK PARK UNIFIED SCHOOL DISTRICT  
COUNTY OF VENTURA, STATE OF CALIFORNIA**

**RESOLUTION #13-02  
REGARDING NON-REELECTION AND RELEASE FROM EMPLOYMENT OF TEMPORARY  
CERTIFICATED EMPLOYEES**

On motion of member \_\_\_\_\_, seconded by member \_\_\_\_\_, the following resolution is adopted.

**WHEREAS**, Education Code Section 44954 requires a governing board to notify certain temporary employees before the end of the school year of the District's decision to not reelect the employee for the next succeeding year;

**WHEREAS**, the individuals listed below are presently employed as temporary certificated employees by the Oak Park Unified School District and the Board of Education desires to not reelect these employees for the next succeeding school year in any certificated position within this District.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the following employees are not be reelected for employment for the next succeeding school year;

# 1- 16

**BE IT FURTHER RESOLVED AND ORDERED** that the Superintendent or designee, provide notice to each of the above-named individuals in accordance with the Education Code that the Board has determined to release and to not reelect him or her for the 2013-2014 school year and that his or her employment is thereby ended upon the close of this current 2012-2013 school year, and that the notification be provided on or before March 15, 2013.

**BE IT FURTHER RESOLVED** that the Superintendent, or designee, is delegated the authority to take all actions necessary and proper to the accomplishment of the purposes of this Resolution.

The foregoing Resolution was adopted by the Board of Education of the Oak Park Unified School District on the 19<sup>th</sup> day of February, 2013 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education of the  
Oak Park Unified School District

I, Sepideh Yeoh, Clerk of the Board of Education of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its regular meeting held on February 19, 2013.

\_\_\_\_\_  
Clerk, Board of Education of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.6.a APPROVE 2013 CSBA DELEGATE ASSEMBLY ELECTION OF CANDIDATES**

ACTION

**ISSUE:** Shall the Board of Education elect two representatives to CSBA's Delegate Assembly?

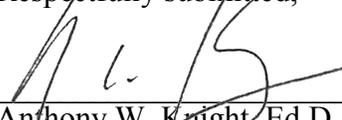
**STATEMENT:** There are two vacancies for the 2013 Delegate Assembly Ballot Region/Subregion 11B and there are three candidates as follows. OPUSD may vote for two of the three candidates on one ballot and it must be returned to CSBA postmarked on or before March 15, 2013. Voting instructions, ballot, and biographical sketches for each of the candidates are attached.

Christina Urias (Santa Paula Union HSD)\*  
 John B. Walker (Ventura USD)\*  
 Sepideh Yeoh (Oak Park USD)  
 \*denotes incumbent

The names of newly elected delegates will be published and disseminated to the membership by April 1.

**ACTION:** Move to cast our vote for \_\_\_\_\_, and \_\_\_\_\_, as representatives to the CSBA Delegate Assembly for Region/Subregion 11B.

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2013**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2013 DELEGATE ASSEMBLY BALLOT  
SUBREGION 11-B  
(Ventura County)

Number of vacancies: 2 (Vote for no more than 2 candidates)

---

*Delegates will serve two-year terms beginning April 1, 2013 – March 31, 2015*

*\*denotes incumbent*

Christina Urias (Santa Paula Union HSD)\*

John B. Walker (Ventura USD)\*

Sepideh Yeoh (Oak Park USD)

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District/COE Name*

---

*Date of Board Action*

*See reverse side for a current list of all Delegates in your Region.*

---

**Region 11 – Suzanne Kitchens, Director (Pleasant Valley SD)**  
**9 Delegates (9 elected)**

**Below is a list of all the current Delegates from this Region.**

---

**Subregion A**

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2014  
Pam Kinsley (Goleta Union ESD), term expires 2013

**Subregion B**

Darlene A. Bruno (Hueneme ESD), term expires 2014  
Rob Collins (Simi Valley USD), term expires 2014  
Ana Del Rio-Barba (Oxnard ESD), term expires 2014  
Christina Urias (Santa Paula Union HSD), term expires 2013  
John Walker (Ventura USD), term expires 2013  
Vacant, elected term expires 2014

**County Delegate**

Mark Lisagor (Ventura COE), term expires 2013

<b>Counties</b>
-----------------

Santa Barbara (Subregion A)  
Ventura (Subregion B)

---

**Region 11 – Suzanne Kitchens, Director (Pleasant Valley SD)**  
**9 Delegates (9 elected)**

**Below is a list of all the current Delegates from this Region.**

---

**Subregion A**

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2014  
Pam Kinsley (Goleta Union ESD), term expires 2013

**Subregion B**

Darlene A. Bruno (Hueneme ESD), term expires 2014  
Rob Collins (Simi Valley USD), term expires 2014  
Ana Del Rio-Barba (Oxnard ESD), term expires 2014  
Christina Urias (Santa Paula Union HSD), term expires 2013  
John Walker (Ventura USD), term expires 2013  
Vacant, elected term expires 2014

**County Delegate**

Mark Lisagor (Ventura COE), term expires 2013

**Counties**

---

Santa Barbara (Subregion A)  
Ventura (Subregion B)



CSBA

# 2013 Delegate Assembly Candidate Biographical Sketch Form

**Due: Monday, January 7, 2013** (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: <u>Christina Urias</u>	CSBA Region/Subregion: <u>11</u> / <u>B</u>
District or COE: <u>Santa Paula Union HSD</u>	Years on board: <u>10</u> ADA: <u>1500</u>
Contact Number: <u>805 794-6136</u>	E-mail: <u>vote.4.tina.urias@gmail.com</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long have you served as a Delegate? <u>4 years</u>

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.** Funding for public education remains the number one issue facing schools in the state. We need to pursue partnerships/collaborations with cities, businesses, the community and non-profits. With the power and influence of CSBA, we can encourage outside agencies to support schools in achieving academic greatness. The other two top priorities are the implementation of common core standards as well as English language development standards that are aligned to Common Core state standards in reading and writing.

The aim of the common core standards is to prepare students for success in college and career by the completion of high school. While developing a multi-year transition plan for common core standards implementation, schools must also reach the 1.5 million English language learners in California. School boards must be supportive in targeting resources to support all students.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.** I am currently serving as the secretary for the Ventura County School Board Association which indicates I have the desire and drive to participate in the local area beyond my own district.

Also, I am president of a newly formed unified school district in the city of Santa Paula. Not only is unification a historical event but also it involves a process Ventura County has not seen or done in 30 years. As president, I am working closely with the County Superintendent and his staff to form and implement a brand new district.

I am also the treasurer of the Santa Paula Latino Town Hall, a non-profit community group in Santa Paula. Not only does the group make significant financial contributions to the schools (scholarships, band, athletics, etc.) but also Santa Paula Latino Town Hall works in developing programs for the social development of families.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I have become more active as a delegate having served on two committees within CSBA these last two years. I have served on the nominating committee and the linked learning committee. And with each service, I have learned greatly from fellow delegate members as to what programs are working in their districts. The experience and knowledge gained enables me to be a more informed delegate and a local resource to my region. I continue to have the time, energy, and passion to be an advocate for our schools.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: \_\_\_\_\_

*Christina Urias*

Date: 1/7/13



# 2013 Delegate Assembly Candidate Biographical Sketch Form

**Due: Monday, January 7, 2013** (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

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Name: <u>John B. Walker</u>	CSBA Region/Subregion: <u>11 / B</u>
District or COE: <u>Ventura Unified School District</u>	Years on board: <u>23</u> ADA: <u>17,500</u>
Contact Number: <u>805-844-2456</u>	E-mail: <u>johnbwalker@sbcglobal.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long have you served as a Delegate? <u>12 total</u>

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

Major issues facing public education in California today are complex, numerous and intertwined with each other. At the forefront this year, and seemingly always with us is (1) Adequacy of Funding. California is one of the lowest in spending per pupil, one of the highest in class size ratios, but yet one of the highest per capita in personal income. Clearly, as a state we have not yet found the common balance for education expenditures. Secondly, we continue to have a clear problem with the (2) Achievement Gap. This is again a complex issue, related to funding, demographics, language and cultural differences. I believe CSBA should continue to advocate for children of all backgrounds on this issue. Thirdly, and perhaps at one of the most defining issues of our time is the role of California schools in a world economy. We are in a rapidly growing period of (3) Globalization of Education. Our children will compete in a world job market. We need to prepare them to be both multicultural and multilingual. If I could briefly add a fourth issue, it is the (4) Image of Public Schools. We can and must do better as an Association.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I have been very involved over the last 23 years with our public schools, serving as a board member, Ventura County School Board's Association leadership (including VCSBA President for several years), CSBA Delegate Assembly and on the CSBA Board of Directors for five years. I am currently our local board's representative to our (a) District English Learner Advisory Committee (DELAC), (b) City, College, School District Liaison Committee and (c) Ventura Chamber of Commerce. I have also served as a past representative to many organizations including the Ventura County Commission on Children and Family Services and the Ventura County Workforce Investment Board. Outside the direct purview of board activities I also serve with the 1st Memorial Honors Detail, providing Military Honors to Veteran funerals as needed. I have also in the past served on the Native American Indian Intertribal Association of Ventura County (board member) and the Ventura County American Red Cross.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

While I have served many years and some would say perhaps too many, it is my desire to continue to serve my community and country in the way I have always believed. Having served in the Marine Corps during Vietnam, I was endowed with the belief that we should serve, it is our duty and our responsibility. Fortunately, I do enjoy making this small contribution to our communities, their children and their parents. I have enjoyed serving the board members of Ventura and Santa Barbara Counties while on the CSBA Board of Directors. I believe my experience in the business world, a school district employee (see resume attached) and as a past delegate and CSBA Board of Director provides me with the experience and tools to move our mutual goals forward. It is my desire to continue to serve as I am able. I would appreciate your vote.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: John B Walker Date: 12-11-2012

**John B. Walker**  
358 Ford Avenue  
Ventura, CA 93003  
805-844-2456  
johnwalker@sbcglobal.net

### **Professional Experience**

- **Personnel Director/Risk Manager** – Responsible for Classified Human Resources, district Risk Management and Workers Compensation functions. (Jan 2003 to Dec 2011 Retired) - Ojai Unified School District
- **Director – Sales and Service** – Time span of 34 years including management positions in operations, sales, marketing and personnel management. Retired as Director, Sales and Service - Public Sector. (1968 – 2002) Verizon Communications Corporation

### **Other Professional Experience**

- Part-time instructor in the Ventura County Community College District, teaching Economics and Business Management courses
- Owner and sole-proprietor of Tel-Data Management, a professional consulting firm, founded in 2000

### **Education**

- Master Business Administration (MBA), Pepperdine University, Malibu, CA 1985
- Bachelor of Science in Economics, California State University, Long Beach, CA 1976
- Associate of Arts in Economics, Cerritos College, Norwalk, CA 1972
- Harvard Executive Management Program Certificate - *Leadership Best Practices* – 1997
- ACSA *Chief Business Official* Academy Completion – 1995
- ACSA *Personnel Administrator* Academy Completion – 2005
- ACSA/Tehoma County Office of Education – *Spanish Immersion for Educators Academy* - 2004

### **Credentials**

- California Community College Lifetime Teaching Credential (1988).
- State of California Certified Tax Preparer - 1996

### **Affiliations**

- Board of Education, Ventura Unified School District, elected 1989 - current
- Ventura County School Boards Association, Past President from 2002-2004
- Ventura County Workforce Investment Board – Youth Council Board Member 2004 – 2007
- PTA Little Lake School District, Norwalk, CA 33<sup>rd</sup> District – PTA President (two terms 1977 & 1978)
- Hope in the City – Board of Directors (1998 –2003)
- Bay Area Industry Education Council (representing Verizon/GTE on Technology Committee) 1997-99
- American Red Cross, Ventura County Chapter, Board of Directors (1993 – 1996)
- Ventura County Commissioner, Family and Children Services Commission (1995 – 2003)
- Native American Indian Intertribal Association of Ventura County – President/Member Board of Directors (1992 – 1999)
- Greater Ventura Chamber of Commerce Member (1998 – 2004)
- 1<sup>st</sup> Memorial Honors Detail (providing military honors at Veteran funerals)

### **Awards/Professional Recognition**

- California Teacher's Association Gold Award for Outstanding Citizen of the Year (2006)
- California Distinguished School Board Member of the Year, 1998, awarded by California Teacher's Association
- ACSA Region XIII Human Resources Administrator of the Year (2008)
- PTA Honorary Service Award, Little Lake School District 33<sup>rd</sup> PTA District 1977-78
- US Marine of the Year, 1967 – Second Marine Division
- Recipient, National Freedom's Foundation, Meritorious Military Honoree, 1967

### **Personal**

- Married to wife Kathy for 45 years, two adult daughters, and five grandchildren. USMC Vietnam Era Veteran (1966-68)

### **CSBA Highlights**

- Region 11 Director (Santa Barbara/Ventura Counties) 2007- 2012
- Budget Committee (three terms, with two of the terms as chair) 2007 and 2008
- Annual Education Conference Committee 2009
- Policy Platform Committee 2006
- Federal Issues Council 2008
- Compensation Committee (two terms) 2008 and 2009
- Federal Governmental Relations Chair
- Delegate Assembly (twelve years combined)
- Golden Bell Award Validator

### **Local Board Highlights (current and past)**

- VUSD Offices held: Current Board President (six terms), Board Vice-President (six terms)
- Board Representative to DELAC
- Measure M bond oversight
- Board representative to California Suburban School Districts Association
- Board representative City of Ventura/VUSD Executive Liaison Committee
- Board representative District Facilities Committee
- Board representative to Ventura Chamber of Commerce
- Board representative District Technology Committee
- Board representative to District Curriculum Committee



# 2013 Delegate Assembly Candidate Biographical Sketch Form

**Due: Monday, January 7, 2013** (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: <u>Sepideh Yeoh</u>	CSBA Region/Subregion: <u>11</u> / <u>B</u>
District or COE: <u>Oak Park Unified School District</u>	Years on board: <u>1.5</u> ADA: _____
Contact Number: <u>818-857-2310</u>	E-mail: <u>sepideh@inspiredbysepideh.com</u>
Are you a continuing Delegate? <input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, how long have you served as a Delegate? _____

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

Public education is facing many challenges needing special attention, however, extra attention must be paid to the wellness of the "whole" student. Having said that, I strongly feel that the three educational priorities must be set in the areas of:

- I. Students wellness - social, emotional, physical and intellectual wellbeing, focusing on educating the "whole" child
- II. Student Safety – helping campus communities keep our students safe by taking various measures, but most of all have the awareness for the campus
- III. Student involvement – research has shown that students who are engaged and involved take ownership in their learning process and as a result become successful adults. Students need to be part of the solution, serving on committees, help raise awareness about global issues and practice becoming problem solvers.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I have been very fortunate to have the opportunity to serve my community in various capacities such as event chair (International Gala) helping to fundraise and more importantly help raise awareness about the beauty in our differences; PFA president and currently as a School Board Member in our district. Communication is a key component in serving the public in such roles. Helping to create a sense of community is also very important as the more we move toward the idea that we are all in this together, public or private, we need to focus on raising the next generation of leaders who are respectful, skilled in their areas, healthy in all the wellness dimensions, focused and have the ability to problem solve. Again, I feel fortunate that I have been able to serve my community, communicate the needs and expectations to all stakeholders and give a little back for hopes of a bright and beautiful future for all of us.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

Having worked with Jan Iceland and admiring her passion for the wellness of all children as well as our community as a whole, I have come to understand the importance to understand policies that affect our students and all of us as a community. Serving, as a Delegate will give me the opportunity to understand these issues further and have a voice in making a difference. Communicating all areas (including new policies, changes to existing policies new laws and initiatives) that are important to our students and therefore school boards. It would be an honor to have the opportunity to serve as a delegate.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature:  Date: 1/5/13

Sepideh Yeoh  
 (818) 857-2320  
 Sepideh @Inspiredbysepideh

**EDUCATION AND TRAINING**

CANISIUS COLLEGE, Buffalo, NY <i>Master of Science in College Student Personnel Administration</i>	1998
UNIVERSITY AT BUFFALO, Buffalo, NY <i>Bachelor of Arts in Psychology</i>	1996

**EMPLOYMENT HISTORY**

<u>INSPIRED BY SEPIDEH, Oak Park, CA</u> <i>FOUNDER</i>	2006-Present
<u>BUFFALO STATE COLLEGE, Buffalo, NY</u> <i>Interim Associate Director, Residence Life</i>	2004-2005
<u>HILBERT COLLEGE, Hamburg, NY</u> <i>Director, Residence Life / Student Activities and Adjunct Faculty</i>	2000-2004
<b>Complex Coordinator, University Residence Halls and Apartments</b>	1999-2000
<b>Resident Director, University Residence Halls</b>	1998-1999
<b>Coordinator, English Language Institute</b>	1997-1998

**COMMUNITY INVOLVEMENT**

<b>Board Member</b> – Oak Park Unified School Board of Education, Oak Park, CA	2011 – present
<b>Chair</b> – The Winter Ball 2011 – Signature Fundraiser for the CAVC	2011
<b>Chair</b> – The International Gala, Red Oak, Oak Park, CA	2010 - present
<b>President</b> – Red Oak Parent Faculty Association, Oak Pak, CA	2008-2010
<b>VP for Fundraising</b> - Red Oak Parent Faculty Association, Oak Park, CA	2007-2008
<b>Student Raffle Committee Chair, Fortune Fundraising Event</b> – Nardin Academy, Buffalo, NY	2006
<b>Cultural Performance Committee Co-Chair</b> – Western New York Cultural Group, Buffalo, NY	2006
<b>Interpreter</b> – The International Institute of Buffalo, Buffalo, NY	1997-1999

**CERTIFICATIONS AND AWARDS**

LIFE PURPOSE INSTITUTE, La Jolla, CA <b>Life and Career Coach Training</b>	2006
SOCIETY OF SUCCESS & LEADERSHIP, Buffalo, NY 2005 <b>Completed Training Program / Served as Adviser to Buffalo State College Certificate of Appreciation</b>	2005
<ul style="list-style-type: none"> <li>• Omicron Delta Kappa, Buffalo State College, Buffalo, NY</li> <li>• Commemorating leadership presentation, and in recognition for valuable contributions</li> </ul> <b>Campus Event Planner of the Year Award</b>	2003
<ul style="list-style-type: none"> <li>• Hilbert College, Hamburg, NY</li> </ul> <b>Certificate of Achievement</b>	2002
<ul style="list-style-type: none"> <li>• Alice Manicur Symposium, San Antonio, TX</li> </ul>	

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: C.7.a APPROVE AMENDMENT TO BOARD POLICY 3260 – FEES AND CHARGES –First Reading**

**ACTION**

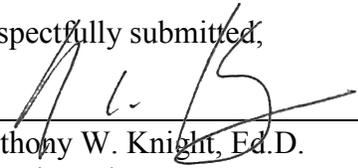
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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3260 – Fees and Charges?

**BACKGROUND:** Board Policy 3260 is being revised to reflect new law (AB 1575) which clarifies the prohibition against charging of student fees, prescribes the use of uniform complaint procedures for filing a complaint when the charging of an impermissible fee is alleged, and requires information about student fees to be included in the annual notification regarding uniform complaint procedures. Board Policy 3260 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3260 – Fees and Charges.
  2. Do not amend Board Policy 3260 – Fees and Charges.
  3. Adopt a modified version of the amendment to Board Policy 3260 – Fees and Charges.

**RECOMMENDATION:**  
 Approval of Alternative #1.

Respectfully submitted,  
  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3260(a)

---

## Fees and Charges

The Governing Board **recognizes its responsibility to ensure that** ~~desires to furnish~~ books, materials and instructional equipment, **supplies, and other resources for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.** ~~as needed for the educational program. Because the needs of the district must be met with limited available funds, the Board may charge fees when specifically authorized by law.~~

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3100 – Budget)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6145 - Extracurricular and Cocurricular Activities)

**As necessary the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges,** the district shall consider the students' and parent/guardian's ability to pay when establishing fee schedules and granting **waivers or** exceptions.

(cf. 3250 - Transportation Fees)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

**Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 – Uniform Complaint Procedures. (Education Code 49013)**

(cf. 1312.3 – Uniform Complaint Procedures)

**The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)**

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3260(b)*

---

*(cf. 4112.9/4212.9/4312.9 – Employee Notifications)*  
*(cf. 5145.6 – Parental Notifications)*

Legal Reference:

*EDUCATION CODE*

**8239 *Preschool and wraparound child care services***

8263 Child care eligibility

8760-8773 Outdoor science and conservation programs

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38085 Cafeteria establishment and use

~~38119 Lease of personal property; caps and gowns~~

38120 Use of school band equipment on excursions to foreign countries

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

**49010-49013 *Student fees***

**49065 *Charge for copies***

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant aliens

60410 Students in classes for adults

*GOVERNMENT CODE*

6253 Request for copy; fee

~~*VEHICLE CODE*~~

~~21113 Public grounds (parking)~~

*CALIFORNIA CONSTITUTION*

Article 9, Section 5 Common school system

*CODE OF REGULATIONS, TITLE 5*

350 Fees not permitted

**4622 *Notice***

*UNITED STATES CODE, TITLE 8*

1184 Foreign Students

*COURT DECISIONS*

Driving School Assn of CA v. San Mateo Union HSDt (1993) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3260(c)*

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Management Resources:

*CDE MANAGEMENT ADVISORIES*

1030.97 Fiscal Management Advisory 97-02: Fees Deposits and Other Charges

*WEB SITES*

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

Adopted: 1-11-78

Amended: 7-23-80, 6-23-82, 5-2-89, 9-17-02, 12-16-03

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

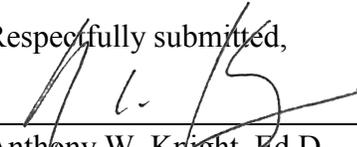
**SUBJECT: C.7.b APPROVE AMENDMENT TO BOARD POLICY 4030 –  
NONDISCRIMINATION IN EMPLOYMENT - First Reading  
ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4030 – Nondiscrimination in Employment?

**BACKGROUND:** Board Policy 4030 is being revised to reflect new law (AB 1964) which prohibits discrimination against an employee or job applicant based on the person’s religious beliefs, observances, or dress or grooming practices unless the district can demonstrate that it has explored available reasonable alternative means of accommodating the person but is unable to do so. Policy also updated to reflect new law (AB 2386) which, for purposes of prohibiting discrimination in employment, revises the definition of “religious creed” to include religious dress and grooming practices and defines “sex” to include breastfeeding and related medication conditions. Board Policy 4030 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 4030 – Nondiscrimination in Employment.
  2. Do not amend Board Policy 4030 – Nondiscrimination in Employment.
  3. Adopt a modified version of the amendment to Board Policy 4030 – Nondiscrimination in Employment.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,  
  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(a)

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## Nondiscrimination in Employment

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits any district employees from discriminating against or harassing any other district employees and job applicants on the basis of the person's actual or perceived race, **religious creed** ~~religion~~, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

*(cf. 4154/4254/4354 – Health and Welfare Benefits)*

*(cf. 5145.7 – Sexual Harassment)*

Prohibited discrimination consists of any adverse employment action, including termination or denial of job promotion, job assignment, or training, **or in discriminating against the person in compensation, terms, conditions, or other privileges of employment** based on any of the prohibited categories of discrimination listed above.

***The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)***

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creating an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages or participates in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels or coerces another to engage in such behavior **in violation of this policy** shall be subject to disciplinary action, up to and including dismissal.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(b)

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(cf. 4117.4 - Dismissal)  
(cf. 4118 - Suspension/Disciplinary Action))  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The ~~Board designates~~ the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

Superintendent  
Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park, CA 91377

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy ~~or regulation~~ should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaints.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 – Complaints Concerning Discrimination in Employment.

(cf. 4031 – Complaints Concerning Discrimination in Employment)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

## Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

(cf. 4131,4231,4321 – Staff Development)

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all schools and offices including staff lounges and student

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 4000*

*Personnel*

*BP 4030(c)*

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government meeting rooms. (5 CCR 4960)

Legal Reference:

*EDUCATION CODE*

200-262.4 Prohibition of discrimination

*CIVIL CODE*

51.7 Freedom from violence or intimidation

*GOVERNMENT CODE*

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

*PENAL CODE*

422.56 Definitions, hate crimes

*CODE OF REGULATIONS, TITLE 2*

7287.6 Terms, conditions and privileges of employment

*CODE OF REGULATIONS, TITLE 5*

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

*UNITED STATES CODE, TITLE 20*

1681-1688 Discrimination based on sex or blindness, Title IX

*UNITED STATES CODE, TITLE 29*

621-634 Age of Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

*UNITED STATES CODE, TITLE 42*

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

*CODE OF FEDERAL REGULATIONS, TITLE 28*

35.101-35.190 American with Disabilities Act

*CODE OF FEDERAL REGULATIONS, TITLE 34*

100.6 Compliance information

104-7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

*COURT DECISIONS*

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shepard v. Loyola Marymount, (2002) 102 CDalApp.4<sup>th</sup> 837

Management Resources:

*U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS*

Questions and Answers: Religious Discrimination in the Workplace, 2008

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

*U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS*

Notice of Non-Discrimination, August 2010

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 4000*

*Personnel*

*BP 4030(d)*

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*WEB SITES*

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Adopted: 1-21-92

Amended: 9-17-02, 6-8-10, 9-18-12

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.7.c. APPROVE AMENDMENT TO BOARD POLICY 5113.1 – CHRONIC ABSENCE AND TRUANCY – First Reading ACTION**

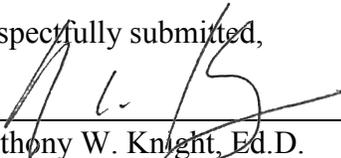
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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5113.1 – Chronic Absence and Truancy?

**BACKGROUND:** Board Policy 5113.1 is being revised to provide information about available tools for tracking attendance, add school health services as a strategy for preventing attendance problems, expand list of agencies and individuals with whom the district might collaborate to identify and address problems, reflect legislative intent to use alternatives to suspension or expulsion with truants, and update representatives on the school attendance review board to reflect current law. Board Policy 5113.1 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5113.2 – Work Permits.
  2. Do not amend Board Policy 5113.2 – Work Permits.
  2. Adopt a modified version of the amendment to Board Policy 5113.2 – Work Permits.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,  
  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.1(a)

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## Chronic Absence and Truancy

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track ~~and monitor~~ student attendance, ~~including methods~~ to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

~~To encourage school attendance, and early intervention~~ The Superintendent or designee shall develop strategies that focus on prevention ~~and early intervention~~ of attendance problems, **which may include, but are not limited to, Preventative strategies may include** efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the schools, **school-based health services, and** ~~The Superintendent or designee also may provide~~ incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. **The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.**

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 0450 – Comprehensive Safety Plan)

(cf. 5126 – Awards for Achievement)

(cf. 5131 – Conduct)

(cf. 5137 – Positive School Climate)

(cf. 5141.6 – School Health Services)

(cf. 5145.3 – Nondiscrimination/Harassment)

The Superintendent or designee shall work with students, parents/guardians, **school staff, and community agencies, as appropriate**, to identify factors contributing to chronic absence and truancy. ~~Based on this needs and assessment, He/she shall~~ **may** collaborate with ~~community agencies, including, but not limited to,~~ child welfare services, law enforcement, courts, ~~and/or~~ public health care agencies, **other government agencies, and/or medical, mental health, and oral health care providers** to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 – Youth Services)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.1(b)

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~~(cf. 3550 – Food Services/Child Nutrition Program)~~

(cf. 5030 – Student Wellness)

~~(cf. 5145.6 – School Health Services)~~

(cf. 5146 – Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6158 – Independent Study)

(cf. 5164.2 – Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 – Education for Children of Military Families)

(cf. 6179 – Supplemental Instruction)

(cf. 6181- Alternative Schools/Programs of Choice)

(cf. 6183 – Home and Hospital Instruction)

(cf. 6184 – Continuation Education)

***Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.***

***A student's truancy, tardiness, or other absence from school shall not be the sole basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.***

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

~~As required by law, habitually truant students shall be referred to a school attendance review board, a truancy mediation program operated by the county's district attorney or probation officer, and/or juvenile court.~~

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement ***and in identification of how to best allocate available community resources.***

School Attendance Review Board

***In accordance with law and administrative regulation, habitual truants may be referred to a***

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.1(c)

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*school attendance review board (SARB).*

The Board shall submit *a* nominations to the County Superintendent of Schools for a *person who will service on district representative on the county SARB as a representative of school districts.* (Education Code 48321)

*The Superintendent shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel. (Education Code 48321)*

*The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.*

Legal Reference:

**EDUCATION CODE**

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

**48225.5 Work permits, entertainment and allied industries**

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48296 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

**48900 Suspension and expulsion**

49067 Unexcused absences as cause of failing grade

60901 Chronic absence

**GOVERNMENT CODE**

54950-54963 The Ralph M. Brown Act

**PENAL CODE**

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

**VEHICLE CODE**

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 5000*

*Students*

*BP 5113.1(d)*

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*WELFARE AND INSTITUTIONS CODE*

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

*CODE OF REGULATIONS, TITLE 5*

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

*COURT DECISIONS*

*L.A. v. Superior County of San Diego County, (2012) 209 Cal.App.4<sup>th</sup> 976*

Management Resources:

*CSBA PUBLICATIONS*

Improving Student Achievement By Addressing Chronic Absence, Policy Brief, December 2010

*CDE PUBLICATIONS*

School Attendance Review Board Handbook, ~~2009~~-2012

School Attendance Improvement Handbook, 2000

*WEB SITES*

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

Attendance Counts: <http://www.attendancecounts.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

*California Healthy Kids Survey: <http://chks.wested.org>*

*California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>*

*OnTrackCA: <http://www.ontrackca.org>*

Adopted: 5-15-84

Amended: 5-20-86, 6-23-92, 9-17-02, 5-18-04, 4-12-11

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2012**  
**SUBJECT: C.7.d. AMENDMENT TO BOARD POLICY 5144 – DISCIPLINE –  
First Reading**

**ACTION**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5144 – Discipline?

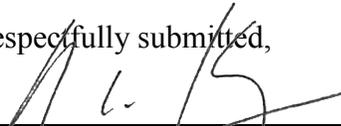
**BACKGROUND:** Board Policy 5144 is revised to reflect new law (AB 1729) which provides alternative methods of discipline that should be considered before suspension is imposed. Policy adds preventative and positive conflict resolution strategies, such as conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching pro-social behavior or anger management; and participation in a restorative justice program. Board Policy 5144 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 5144 – Discipline.
2. Do not amend Board Policy 5144 – Discipline.
3. Adopt a modified version of the amendment to Board Policy 5144 – Discipline.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(a)

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## Discipline

The Governing Board desires to ***provide a safe, supportive, and positive school environment conducive to student learning and to*** prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, ***use of effective school and*** classroom management ***strategies***, and parent involvement can minimize the need for discipline.

***The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program reaching prosocial behavior or anger management; and participation in a restorative justice program.*** Staff shall use preventative measures and positive conflict resolution techniques whenever possible. ***Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)*** ~~In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.~~

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5137 - Positive School Climate)  
(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. ~~5145.3 - Nondiscrimination/Harassment~~)  
(cf. 5145.9 - Hate-Motivated Behavior)  
(cf. 6020 - Parent Involvement)  
(cf. 6164.5 - Student Success Teams)

Board policies and ***administrative*** regulations shall ~~delineate~~ ***outline*** acceptable student conduct and provide the basis for sound disciplinary practices. ~~Each school shall develop disciplinary rules to meet the school's individual needs.~~

(cf. 5131 - Conduct)  
(cf. 5131.1 - Bus Conduct)  
(cf. 5131.2 - Bullying)

The Oak Park Unified School District supports a “Progressive Discipline Policy” and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs,

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(b)

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staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. ***When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.***

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515 - Campus Security)*

*(cf. 4158/4258/4358 - Employee Security)*

*(cf. 5136 - Gangs)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

~~*(cf. 6164.5 - Student Study Teams)*~~

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

Staff shall enforce disciplinary rules fairly, consistently and in accordance with the district's nondiscrimination policies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

*(cf. 4131/4231/4321 - Staff Development)*

## **Corporal Punishment**

***Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)***

***However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)***

*(cf. 4158/4258/4358 - Employee Security)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(c)

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*(cf. 6145.2 – Athletic Competition)*

Legal Reference:

*EDUCATION CODE*

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49330-49335 Injurious objects

*CIVIL CODE*

1714.1 Parental liability for child's misconduct

*CODE OF REGULATIONS, TITLE 5*

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources:

*CSBA PUBLICATIONS*

~~Keeping our Children Safe: Strategies for Governing Boards to Promote School Safety, 2011~~

***Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011***

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

*CDE PROGRAM ADVISORIES*

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

*STATE BOARD OF EDUCATION POLICIES*

01-02 School Safety, Discipline, and Attendance, March 2001

*WEB SITES*

CDE: <http://www.cde.ca.gov>

USDOE: <http://www.ed.gov>

Adopted: 5-24-78

Amended: 1980, 5-15-84, 9-1-92, 1995, 1999, 2-1-01, 9-17-02, 11-15-11

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.7.e. APPROVE AMENDMENT TO BOARD POLICY 5144.1 – SUSPENSION AND EXPULSION/DUE PROCESS – First Reading**

**ACTION**

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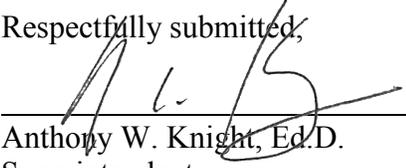
**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process?

**BACKGROUND:** Board Policy 5144.1 is a mandated policy being updated to reflect new law (AB 1729) which prohibits suspension of a student, including in a supervised suspension classroom, for certain specified violations unless other means of correction have failed to bring about proper conduct.. Board Policy 5144.1 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.
  2. Do not amend Board Policy 5144.1 – Suspension and Expulsion/Due Process.
  3. Adopt a modified version of the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

  
 \_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(a)

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## Suspension And Expulsion/Due Process

The Governing Board desires to provide district students access to education opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 – Conduct)

(cf. 5131.2 – Bullying)

To correct the behavior of students who are subject to discipline, the Superintendent or designee, to the extent allowed by law, shall use alternative disciplinary measures that keep students in school during the day.

(cf. 1020 – Youth Services)

(cf. 5138 – Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6142.4 – Service Learning/Community Service Classes)

(cf. 6164.2 – Guidance/Counseling Services)

(cf. 6164.5 – Student Success Teams)

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy or otherwise absent from assigned school activities.

(cf. 5113 – Absences and Excuses)

(cf. 5113.1 – Chronic Absence and Truancy)

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, **suspension or** expulsion shall be used only when ~~the student involved has a history of misconduct, and~~ other means of correction have failed to bring about proper conduct, or the student's presence causes a continuing danger to him/herself or others.

(cf. 5131.7 – Weapons and Dangerous Instruments)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5144.1(b)

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*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

~~Suspended or expelled students shall be denied the privilege of participation in all school-related extracurricular activities during the period of suspension or expulsion.~~

~~*(cf. 6145 – Extracurricular and Cocurricular Activities)*~~

~~*(cf. 6145.2 – Athletic Competition)*~~

## Progressive Discipline

Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in Education Code 48915 (“possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance listed in section 11053 of the Health and Safety Code; committing or attempting to commit a sexual assault; and possession of explosives”) constitute serious threats to school and individual safety. As a result, they will be dealt with in a swift and appropriate manner as prescribed by Education Code. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's discipline policies and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of these policies.

## Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, **hearings**, and appeals as specified in law administrative regulation. (Education Code 48911, 48915, 48915.5)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))*

## Removal from Class by a Teacher and Parental Attendance

~~The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5144.1(c)

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~~parents/guardians when behavior problems arise.~~

When ~~removing~~ **suspending** a student from a class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of a school day in that class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the **teacher and the** student and ~~the~~ **his/her** parents/guardians and to improve classroom behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by telephone, mail, or other means that maintains the confidentiality of the student's records.

*(cf. 5125 – Student Records)*

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

## Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not be initiated, the Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law. ~~The use of such alternatives does not preclude off-campus~~

**OAK PARK UNIFIED SCHOOL DISTRICT  
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Series 5000

Students

BP 5144.1(d)

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suspensions.

***Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)***

Decision Not to Enforce Expulsion Order

In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law.

Legal Reference:

**EDUCATION CODE**

212.5 Sexual harassment

**233 Hate violence**

1981 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

**35145 Open board meetings**

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

**48645.5 Readmission; contact with juvenile justice system**

48660-48666 Community day schools

**48853.5 Foster youth**

48900-48926 Suspension and expulsion

48950 Speech and other communication

**48980 Parental notifications**

49073-49079 Privacy of student records

**CIVIL CODE**

47 Privileged communication

48.8 Defamation liability

**CODE OF CIVIL PROCEDURE**

1985-1997 Subpoenas; means of production

**GOVERNMENT CODE**

11455.20 Contempt

54950-54963 Ralph M. Brown Act (re closed sessions)

**HEALTH AND SAFETY CODE**

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

**LABOR CODE**

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

**PENAL CODE**

31 Principal of a crime, defined

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5144.1(e)

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240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery fines

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

**422.55 Hate crime defined**

**422.6 Interference with exercise of civil rights**

**422.7 Aggravating factors for punishment**

**422.75 Enhanced penalties for hate crimes**

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

**WELFARE AND INSTITUTIONS CODE**

729.6 Counseling

**UNITED STATES CODE, TITLE 18**

921 Definitions

**UNITED STATES CODE, TITLE 20**

**1415(K) Placement in alternative educational setting**

7151 Gun free schools

**COURT DECISIONS**

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4<sup>th</sup> 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4<sup>th</sup> 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

**ATTORNEY GENERAL OPINIONS**

84 Ops.Cal.Atty.Gen 146 (2001)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

**CSBA PUBLICATIONS**

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

Civil Rights Data Collection Summary, March 2012

**WEB SITES**

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 5000*

*Students*

*BP 5144.1(f)*

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CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

CDE: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/about/offices/list/osdfs>

Adopted: 5-24-78

Amended: 10-15-80; 5-15-84; 5-2-95; 2-2-99; 2-20-01; 9-17-02; 6-17-03, 6-15-04, 3-22-05,  
9-18-12

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: C.7.f. APPROVE AMENDMENT TO BOARD POLICY 5145.6 – PARENTAL NOTIFICATIONS – First Reading ACTION**

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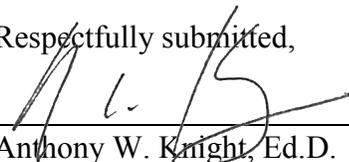
**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5145.6 – Parental Notifications?

**BACKGROUND:** Board Policy 5145.6 is being updated to reflect new law (AB 2262) which allows the annual parental notifications to be sent electronically upon request by the parent/guardian and requires that any notifications sent electronically be written both in English and in the family’s primary language when required by law. Policy also reflects existing law prohibiting schools from undertaking specified activities if parents/guardians are not notified. Board Policy 5145.6 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5145.6 – Parental Notifications.
  2. Do not amend Board Policy 5145.6 – Parental Notifications.
  3. Adopt a modified version of the amendment to 5145.6 – Parental Notifications.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,




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Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.6(a)

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## Parental Notifications

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 6020 - Parent Involvement)

***The notice required pursuant to Education 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 48981, 48982)***

***If any activity specified in Education Code 48980 will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed by such action through the annual notification or other separate special notification. (Education Code 48983-48984)***

***The annual notification shall include a request that the parent/guardian sign the notice and return it to the school, or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgement or receipt of the notice to the school. The parent/guardian's signature is an acknowledgement of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)***

~~The Superintendent or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48982)~~

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. ***(Education Code 48981, 48985; 20 USC 6311, 6312)***

Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5145.6(b)

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~~(cf. 6174 – Education for English Language Learners)~~

Legal Reference:

*EDUCATION CODE*

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

262.3 Appeals; information re: availability of civil remedies

310 Structured English Immersion Program

**440 English language proficiency assessment; instruction in English language development**

17288 Pupils: school buildings

17612 Notification of pesticide use

32221.5 Insurance for athletic team members

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian;

**35160.5 Extracurricular and cocurricular activities**

35178.4 Notice of accreditation status

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35256 School accountability report card

35291 Rules

**37254 Intensive instruction for students who have not passed High School Exit Examination**

37616 Consultation

39831.5 School bus rider rules and information

44808.5 Permission to leave school grounds

46010.1 Notice re: excuse to obtain confidential medical services

46014 Regulations regarding absences for religious purposes

46600-46611 Interdistrict attendance agreements especially:

~~46601 Failure to approve interdistrict attendance~~

48000 Minimum age of admission

48070.5 Promotion or retention of students

**48204 Residency requirements**

48205 Absence for personal reasons

48206.3 Pupils with temporary disabilities; individual instruction; definitions

48207-48208 Students with temporary disabilities in hospitals ~~outside of school district~~

~~48208 Students with temporary disabilities in qualifying hospitals~~

**48213 Prior notice of exclusion from attendance**

48216 Immunization

48260.5 Notice regarding truancy

48263 Referral to SARB or probation department

**48354 Option to transfer from school identified under Open Enrollment Act**

**48357 Status of application for transfer from school identified under Open Enrollment Act**

48432.5 Involuntary transfers of pupils

**48900.1 Parental attendance required after suspension**

48904 Liability of parent/guardian for willful pupil misconduct

48904.3 Withholding grades, diplomas, or transcripts

48906 Notification of release of pupil to peace officer

48911 Notification in case of suspension

**48911.14 Assignment to supervised suspension classroom**

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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- 48912 Closed sessions; consideration of suspension
- 48915.1 Expelled individuals: enrollment in another district
- 48916 Readmission procedures
- 48918 Rules governing expulsion procedures
- 48980 Required notification at beginning of term
- 48980.3 Notification of pesticide use
- 48981 Time and means of notification
- 48982 Signature; return to school; effect of signature
- 48983 Contents of notice
- 48984 Activities prohibited unless notice given
- 48985 Notices to parents in language other than English
- 48987 Child abuse information
- 49013 Use of uniform complaint procedures for complaints regarding student fees**
- 49063 Notification of parents of their rights
- 49067 Regulations regarding student's achievement
- 49068 Transfer of permanent enrollment and scholarship record
- 49069 Absolute right to access
- ~~49070 Challenging content of records~~
- 49073 Release of directory information
- 49076 Access to student records
- 49077 Access to information concerning a student in compliance with court order
- ~~49091.14 Prospectus~~
- ~~49332 Notifications of retention of object by school personnel; release~~
- 49403 Cooperation in control of communicable disease and immunization
- 49423 Administration of prescribed medication for pupil
- 49451 Physical examinations: parent's refusal to consent
- 49452.5 Screening for scoliosis
- 49452.7 Information on type 2 diabetes**
- 49452.8 Oral health assessment
- 49456 Results of vision or hearing test
- 49475 Student athletes; concussions and head injuries**
- ~~49480 Continuing medication regimen for nonepisodic conditions~~
- 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
- 51225.3 Graduation requirements; courses that satisfy college entrance criteria**
- 51229 Course of student for grades 7-12**
- 51513 Personal beliefs; privacy
- 51938 HIV/AIDS and sexual health instruction
- 52164.1 Census-taking methods; determination of primary language; assessment of language skills; notice
- 52164.3 Reassessment of English learners; notification of results**
- 52173 Bilingual education
- 52244 Advanced Placement Program
- 54444.2 Migrant education programs; parent involvement
- 56301 Child-find system; policies re: written notification rights
- 56321 Special education: proposed assessment plan
- 56321.5-56321.6 Notice of parent rights pertaining to special education**
- 56329 Written notice of right to findings; independent assessment
- 56341.1 Development of individualized education program; right to audio record meeting
- 56341.5 Individualized education program team meetings

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56343.5 IEP meetings

~~56346 Parental notice and consent to special education program~~

58501 Alternative schools: notice required prior to establishment

60641 Standardized Testing and Reporting Program

60850 High school exit exam

60852.4 High school exit examination waiver for disabled student

## *HEALTH AND SAFETY CODE*

1596.857 Right to enter child care facility

### ***104855 Availability of topical fluoride treatment***

120365-75 Immunizations

~~120370 Immunizations~~

~~120375 Immunizations~~

120440 Sharing immunization information

~~124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian~~

124100 School districts and private schools; information to parents

## *PENAL CODE*

627.5 Hearing request following denial or revocation of registration

## ~~*WELFARE AND INSTITUTIONS CODE*~~

~~18976.5 Parental notice; right of refusal to participate~~

## *CODE OF REGULATIONS, TITLE 5*

### ***850 Definitions; notification regarding use of California Modified Assessment***

863 Standardized Testing and Reporting Program

3052 Behavioral intervention

3831 General standards (Gifted and Talented Program)

4622 Notice requirements and recipients

4631 Responsibilities of the local agency

### ***4702 Student transfer from school identified under Open Enrollment Act***

### ***4917 Notification of sexual harassment policy***

11303 Reclassification of English language learners

11309 Parental Exception Waivers

### ***11511.5 English language proficiency assessment; test results***

11523 Notice of proficiency examinations (HS)

18066 Policies and procedures absences for child care

## *CODE OF REGULATIONS, TITLE 17*

### ***6040 Time period to obtain needed immunizations***

## *UNITED STATES CODE, TITLE 20*

1232g Family Educational and Privacy Rights Act

### ***1232h Privacy rights***

1415 Procedural Safeguards

~~1681-1688 Title IX, discrimination based on sex or blindness~~

6311 State plans

6312 Local educational agency plans

6316 Academic assessment and local educational agency school improvement

6318 Parental involvement

### ***7012 Instruction in English language development***

7908 Armed forces recruiter access to students

## *UNITED STATES CODE, TITLE 42*

~~2000d-2000d 7, Title VI, Civil Rights Act of 1964~~

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 5000*

*Students*

*BP 5145.6(e)*

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*1758 Child nutrition programs*

***CODE OF FEDERAL REGULATIONS, TITLE 7***

***245.5 Eligibility criteria for free and reduced-price meals***

***245.6a Verification of eligibility for free and reduced-price meals***

***CODE OF FEDERAL REGULATIONS, TITLE 34***

99.7 Student records, annual notification

99.34 Student records, disclosure to other educational agencies

***99.37 Disclosure of directory information***

***104.32 District responsibility to provide free appropriate public education***

104.36 Procedural safeguards

***104.8 Nondiscrimination***

106.9 Dissemination of policy, nondiscrimination on basis of sex

***200.61 Teacher qualifications***

***300.300 Parent consent for special education evaluation***

300.322 Parent participation

300.502 Independent educational evaluation

300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

300.504 Procedural safeguards notice

300.508 Due process complaint

300.530 Discipline procedures

***CODE OF FEDERAL REGULATIONS, TITLE 40***

***763.84 Asbestos inspections, response actions and post-response actions***

763.93 Asbestos management plans

Adopted: 8-18-92

Amended: 3-05, 3-06, 3-07

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: VIII.1. MONTHLY MEASURE R BOND FUND FINANCIAL STATUS REPORT**

INFORMATION

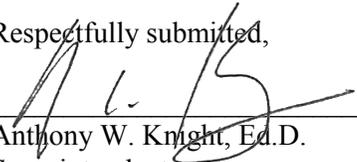
**ISSUE:** Shall the Board receive and review a status report on Measure R Fund income and expenditures through January 31st of the 2012-13 fiscal year?

**BACKGROUND:** On November 4, 2008, Oak Park voters approved Measure R, School Improvement Bond of 2008, authorizing the issuance of general obligation bonds to repair and maintain school district facilities. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the attached Measure R Bond Fund Status Report, which will provide the Board with the most current budget and expenditure information available. This report will be updated and reported to the Board every month at its regular meeting, accompanied by staff analysis of the information.

**RECOMMENDATION:** None. Information only.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

**Measure R Summary  
BOND PROCEEDS AND EXPENDITURES  
Through January 31, 2013**

<b>AMOUNT OF MEASURE R AUTHORIZATION</b>	<b>29,445,000.00</b>
AMOUNT OF PROCEEDS RECEIVED FROM BONDS ISSUANCE	
First Issuance - G.O.. Bond (04/28/09)	9,998,515.85
Second Issuance -G.O. Bond (06/22/11)	9,084,977.33
Second Issuance - Qualified School Construction Bond (06/22/11)	4,326,700.00
Total Bonds Issued as of 06/30/12	<u>23,410,193.18</u>
REMAINING BOND AUTHORIZATION	6,034,806.82
ADDITIONAL BOND RELATED REVENUES	
Total Bond Interest Earned as of 06/30/12	265,789.45
Transfer In (General Fund Reimbursement to Fund 213/Measure R)	164,839.00
Reimbursement for Excess First Issuance COI Fees	8,311.50
Reimbursement for Excess Second Issuance COI Fees	11,117.02
Restatement of Beginning Balance (Adjustment to Cost of Issuance)	247,485.33
Reimbursement from RSRPD (Tennis Court Repairs)	23,300.00
	<u>720,842.30</u>
TOTAL BOND PROCEEDS AND RELATED REVENUES AS OF 01/31/2013	24,131,035.48
CURRENT BUDGETED PROJECTS	
Total Bond Projects Budgeted as of 01/31/13	23,844,410.00
Total Bond Project Encumbrances and Expenditures as of 01/31/13	17,615,466.56
Difference	<u>6,228,943.44</u>
AMOUNT OF CURRENT BOND PROCEEDS REMAINING UNBUDGETED	286,625.48
AMOUNT OF STATE MODERNIZATION FUNDS RECEIVED	
Brookside Elementary School	1,833,693.00
Oak Park High School	2,760,047.00
Total	<u>4,593,740.00</u>
<b>TOTAL BOND/MODERNIZATION FUNDS AVAILABLE FOR PROJECTS AS OF 01/31/13</b>	<b><u>4,880,365.48</u></b>
<b>TOTAL AVAILABLE BOND/MODERNIZATION FUNDS AND REMAINING BOND AUTHORIZATION</b>	<b><u>10,915,172.30</u></b>

## Measure R Summary All Projects by Site Through January 31, 2013

Row Labels	Description	Project Number	Budget	Revenues	Encumbrances	Expenditure	Account Balance
<b>District Wide</b>	<b>District Wide</b>		<b>3,769,774.00</b>	<b>412,324.33</b>	<b>91,381.38</b>	<b>3,377,693.79</b>	<b>713,023.16</b>
0000	#N/A	#N/A	0.00		0.00	0.00	(0.00)
BARN	Construction Management	BARN	3,284,000.00		91,381.38	2,879,885.42	312,733.20
COFI	Cost of Issuance	COFI		247,485.33		247,485.33	0.00
R000	Miscellaneous	10-00R	169,449.00	0.00	0.00	4,610.00	164,839.00
R004	Door Lock Replacement/District	10-04R	0.00		0.00	0.00	(0.00)
R007	HVAC Digital Control System/District	10-07R	0.00		0.00	0.00	0.00
R900	Miscellaneous	09-00R	12,577.00			9,058.02	3,518.98
R906	Seismic Gas Valve Replacement/BES	09-06R	9,100.00			12,603.24	(3,503.24)
R907	Hydration Stations	09-07R	27,907.00			8,468.48	19,438.52
R909	Electrical Inspections	09-09R	4,975.00			4,975.00	0.00
RSTF	Staff Salaries	RSTF	96,927.00			45,769.30	51,157.70
RTFR	Transfer of Funds	RTFR	164,839.00	164,839.00		164,839.00	164,839.00
<b>District Office</b>	<b>District Office</b>		<b>489,843.00</b>		<b>0.00</b>	<b>167,343.03</b>	<b>322,499.97</b>
R000	Miscellaneous	10-00R	14,676.00			14,676.45	(0.45)
R001	Fire Alarm Replacement/District	10-01R	77,108.00		0.00	73,457.47	3,650.53
R004	Door Lock Replacement/District	10-04R	0.00		0.00	0.00	0.00
R007	HVAC Digital Control System/District	10-07R	5,850.00		(0.00)	1,973.56	3,876.44
R015	Roof Repair & Replacement/DO	10-15R	315,575.00		(0.00)	54,265.86	261,309.14
R100	Miscellaneous	11-00R	13,806.00		0.00	13,806.43	(0.43)
R200	Miscellaneous	12-00R	5,088.00		0.00	5,913.26	(825.26)
R202	Relocatable Ramp Repairs/BES/OHES/ROES/MCMS/OPHS	12-02R			0.00	3,250.00	(3,250.00)
R219	HVAC Replacement/BES/OHES/ROES/MCMS/OPHS/DO	12-19R	57,740.00				57,740.00

## Measure R Summary All Projects by Site Through January 31, 2013

Row Labels	Description	Project Number	Budget	Revenues	Encumbrances	Expenditure	Account Balance
<b>BES</b>	<b>Brookside Elementary School</b>		<b>3,317,790.00</b>		<b>174,957.61</b>	<b>2,148,641.86</b>	<b>994,190.53</b>
R000	Miscellaneous	10-00R	3,538.00			3,538.26	(0.26)
R001	Fire Alarm Replacement/District	10-01R	299,755.00		21.57	214,515.82	85,217.61
R004	Door Lock Replacement/District	10-04R	44,200.00		(0.00)	34,536.91	9,663.09
R007	HVAC Digital Control System/District	10-07R	35,100.00		(0.00)	47,964.78	(12,864.78)
R013	Modernization/BES	10-13R	276,569.00		74,556.28	188,729.24	13,283.48
R100	Miscellaneous	11-00R	6,985.00		0.00	6,985.00	0.00
R103	Roof Replacement/BES	11-03R	409,612.00		25.66	162,983.12	246,603.22
R104	Exterior Repairs and Painting/BES	11-04R	240,825.00		253.09	47,192.63	193,379.28
R105	Door Replacement/BES	11-05R	0.00		0.00	0.00	0.00
R111	Irrigation System Upgrade/District-Wide**	11-11R	35,650.00		937.50	16,206.09	18,506.41
R200	Miscellaneous	12-00R	150.00		0.00	150.00	0.00
R201	Concrete Walkway Repairs/BES	12-01R	209,300.00		26,804.24	261,186.47	(78,690.71)
R202	Relocatable Ramp Repairs/BES/OHES/ROES/MCMS/OPHS	12-02R	8,625.00		0.00	14,818.06	(6,193.06)
R206	Storefront Window/Door Replacement/BES	12-06R	351,000.00		12,644.12	245,017.10	93,338.78
R207	Building 300 Modernization/BES	12-07R	1,145,534.00		59,715.15	749,609.00	336,209.85
R219	HVAC Replacement/BES/OHES/ROES/MCMS/OPHS/DO	12-19R	64,792.00				64,792.00
R220	Main Gas Line Replacement BES	12-20R	104,515.00		0.00	91,008.38	13,506.62
R905	Parking Lot/BES/OPHS	09-05R	81,640.00		(0.00)	64,201.00	17,439.00

## Measure R Summary All Projects by Site Through January 31, 2013

Row Labels	Description	Project Number	Budget	Revenues	Encumbrances	Expenditure	Account Balance
<b>OHES</b>	<b>Oak Hills Elementary School</b>		<b>1,669,553.00</b>		<b>41,676.60</b>	<b>1,207,753.20</b>	<b>420,123.20</b>
R000	Miscellaneous	10-00R	9,903.00		0.00	9,903.16	(0.16)
R001	Fire Alarm Replacement/District	10-01R	278,218.00		25,544.85	201,409.95	51,263.20
R004	Door Lock Replacement/District	10-04R	66,300.00		0.00	16,987.20	49,312.80
R007	HVAC Digital Control System/District	10-07R	44,850.00		(0.00)	67,620.44	(22,770.44)
R017	Window Replacement/OHES	10-17R	125,320.00		0.00	15,896.56	109,423.44
R019	Exterior Repairs and Painting/OHES	10-19R	114,660.00		0.00	55,640.68	59,019.32
R100	Miscellaneous	11-00R	8,640.00		0.00	8,640.00	0.00
R109	Playground Repair and Replacement/OHES	11-09R	151,901.00		0.00	267,208.63	(115,307.63)
R111	Irrigation System Upgrade/District-Wide**	11-11R	20,700.00		781.25	10,239.78	9,678.97
R200	Miscellaneous	12-00R	850.00		(0.00)	1,911.30	(1,061.30)
R202	Relocatable Ramp Repairs/BES/OHES/ROES/MCMS/OPHS	12-02R	18,400.00		0.00	14,846.00	3,554.00
R213	Asphalt Repairs/Kindergarten Playground/OHES/ROES	12-13R	78,000.00		4,734.50	33,934.56	39,330.94
R214	Carpet Replacement OHES	12-14R	9,200.00		0.00	8,000.00	1,200.00
R219	HVAC Replacement/BES/OHES/ROES/MCMS/OPHS/DO	12-19R	136,081.00		10,616.00		125,465.00
R304	Classroom Carpet Replacement OHES	13-04R	10,000.00		0.00	4,500.00	5,500.00
R902	Roof Repair/OHES	09-02R	291,772.00			247,696.26	44,075.74
R903	Roof Repair (Metal)/OHES	09-03R	304,758.00		0.00	243,318.68	61,439.32

## Measure R Summary All Projects by Site Through January 31, 2013

Row Labels	Description	Project Number	Budget	Revenues	Encumbrances	Expenditure	Account Balance
<b>ROES</b>	<b>Red Oak Elementary School</b>		<b>1,960,089.00</b>		<b>10,021.79</b>	<b>1,018,937.07</b>	<b>931,130.14</b>
DNUZ	Do Not Use	DNUZ			0.00		0.00
R001	Fire Alarm Replacement/District	10-01R	313,801.00		0.00	202,492.10	111,308.90
R004	Door Lock Replacement/District	10-04R	77,350.00		(0.00)	21,042.45	56,307.55
R007	HVAC Digital Control System/District	10-07R	76,050.00		0.00	56,046.77	20,003.23
R018	Window Replacement/ROES	10-18R	142,708.00		0.00	12,630.00	130,078.00
R020	Exterior Repairs and Painting/ROES	10-20R	133,575.00		0.00	125,579.68	7,995.32
R111	Irrigation System Upgrade/District-Wide**	11-11R	57,500.00		2,500.00	7,405.43	47,594.57
R115	Door Replacement/ROES	11-15R	105,495.00		0.00	12,818.66	92,676.34
R200	Miscellaneous	12-00R	225.00		0.00	225.00	0.00
R202	Relocatable Ramp Repairs/BES/OHES/ROES/MCMS/OPHS	12-02R	21,850.00		0.00	14,990.00	6,860.00
R204	Roof Drain Repairs ROES	12-04R	17,584.00		0.00	17,584.71	(0.71)
R213	Asphalt Repairs/Kindergarten Playground/OHES/ROES	12-13R	78,000.00		4,196.79	28,494.27	45,308.94
R217	Carpet Replacement ROES	12-17R	3,759.00		0.00	3,759.00	0.00
R218	Water Line Repairs - ROES	12-18R	2,762.00			2,762.00	0.00
R219	HVAC Replacement/BES/OHES/ROES/MCMS/OPHS/DO	12-19R	80,990.00				80,990.00
R224	Drinking Fountain Replacement/ROES	12-24R	29,712.00		0.00	9,420.00	20,292.00
R301	Building 200 Modernization BES	13-01R			3,325.00	920.00	(4,245.00)
R302	Backflow Device Replacement ROES	13-02R	3,000.00		0.00	4,344.00	(1,344.00)
R904	Roof Repair/ROES	09-04R	457,578.00		0.00	355,623.00	101,955.00
R911	Roof Repairs/ROES Pipes	09-11R	358,150.00			142,800.00	215,350.00

## Measure R Summary All Projects by Site Through January 31, 2013

Row Labels	Description	Project Number	Budget	Revenues	Encumbrances	Expenditure	Account Balance
<b>MCMS</b>	<b>Medea Creek Middle</b>		<b>2,195,092.00</b>		<b>51,718.97</b>	<b>1,602,964.02</b>	<b>540,409.01</b>
R001	Fire Alarm Replacement/District	10-01R	587,523.00		39,527.62	397,610.27	150,385.11
R003	Science Lab Rehab/MCMS	10-03R	86,250.00		0.00	78,963.03	7,286.97
R004	Door Lock Replacement/District	10-04R	77,350.00		0.00	52,775.59	24,574.41
R006	Gym HVAC/MCMS	10-06R	235,625.00		(0.00)	446,074.42	(210,449.42)
R007	HVAC Digital Control System/District	10-07R	35,100.00		0.00	74,474.72	(39,374.72)
R102	Skylight Replacement/MCMS	11-02R	65,000.00		0.00	42,245.00	22,755.00
R110	Parking Lot Repair and Improvements/MCMS	11-10R	50,000.00		0.00	40,910.00	9,090.00
R111	Irrigation System Upgrade/District-Wide**	11-11R	35,650.00		1,875.00	13,375.36	20,399.64
R115	Door Replacement/ROES	11-15R	28,275.00		0.00	77,789.20	(49,514.20)
R116	Exterior Repairs and Painting/MCMS	11-16R	235,625.00		0.00	89,350.76	146,274.24
R200	Miscellaneous	12-00R	6,886.00		0.00	7,809.52	(923.52)
R202	Relocatable Ramp Repairs/BES/OHES/ROES/MCMS/OPHS	12-02R	7,360.00		0.00	10,923.00	(3,563.00)
R205	Boiler Repairs MCMS	12-05R	3,500.00		0.00	2,100.00	1,400.00
R211	Asphalt Repairs/Parking Lot/MCMS	12-11R	91,000.00		(0.00)	116,903.54	(25,903.54)
R212	Asphalt Repairs/Playground & Access Road/MCMS	12-12R	325,000.00		1,160.00	29,430.00	294,410.00
R219	HVAC Replacement/BES/OHES/ROES/MCMS/OPHS/DO	12-19R	134,298.00				134,298.00
R225	Roof Repair/Replacement/MCMS E Build	12-25R	117,000.00		9,156.35	63,358.61	44,485.04
R901	Roof Repair/MCMS	09-01R	69,290.00			54,511.00	14,779.00
R910	Gym Duck Work/MCMS	09-10R	4,360.00			4,360.00	0.00

## Measure R Summary All Projects by Site Through January 31, 2013

Row Labels	Description	Project Number	Budget	Revenues	Encumbrances	Expenditure	Account Balance
<b>OPHS</b>	<b>Oak Park High School</b>		<b>9,814,301.00</b>		<b>556,912.46</b>	<b>7,008,098.13</b>	<b>2,249,290.41</b>
DNUZ	Do Not Use	DNUZ			0.00		0.00
R000	Miscellaneous	10-00R	60,501.00		0.00	60,500.38	0.62
R001	Fire Alarm Replacement/District	10-01R	881,726.00		210,157.85	642,072.99	29,495.16
R002	Science Lab Rehab/OPHS	10-02R	0.00		0.00	0.00	0.00
R004	Door Lock Replacement/District	10-04R	160,225.00		(0.00)	67,719.25	92,505.75
R005	Gym HVAC/OPHS	10-05R	344,500.00		(0.00)	650,061.37	(305,561.37)
R007	HVAC Digital Control System/District	10-07R	113,100.00		322.22	75,382.07	37,395.71
R008	Relocatable Classroom Replacement/OPHS	10-08R	1,033,500.00		2,733.39	997,232.12	33,534.49
R009	Gym Boilers & Exhaust Fans/OPHS	10-09R	65,000.00		0.00	7,300.13	57,699.87
R010	HVAC Replacement/C Building/OPHS	10-10R	295,750.00		842.60	9,504.36	285,403.04
R012	Roof Replacement/OPHS Gym	10-12R	346,074.00		0.00	267,143.64	78,930.36
R014	Modernization/OPHS	10-14R	651,868.00		232,301.26	406,554.30	13,012.44
R100	Miscellaneous	11-00R	16,072.00		0.00	16,071.22	0.78
R101	Science Lab Rehab/Bld E/OPHS**	11-01R	2,062,063.00		14,500.00	1,286,324.03	761,238.97
R111	Irrigation System Upgrade/District-Wide**	11-11R	86,250.00		3,906.25	70,683.88	11,659.87
R112	Campus Wide ADA Site Upgrades/OPHS**	11-12R	455,000.00		16,525.00	17,439.73	421,035.27
R113	Science Lab Upgrade/Bld F/OPHS	11-13R	97,500.00		0.00	62,842.42	34,657.58
R118	Roof Replacement/Admin/OPHS	11-18R	147,967.00		0.00	124,035.12	23,931.88
R200	Miscellaneous	12-00R	17,132.00		0.00	18,162.30	(1,030.30)
R202	Relocatable Ramp Repairs/BES/OHES/ROES/MCMS/OPHS	12-02R	22,080.00		0.00	14,661.00	7,419.00
R203	Roof Replacement /Lockers/OPHS	12-03R	18,272.00		0.00	18,872.00	(600.00)
R208	Building E/Admin Modernization/OPHS	12-08R	466,632.00		51,749.22	539,398.64	(124,515.86)
R209	Wood Column Replacement/OPHS	12-09R	105,950.00				105,950.00
R210	Building M & N Restroom Modernization/OPHS	12-10R	466,393.00		8,014.89	204,997.51	253,380.60
R215	Concrete Walkway Repairs/OPHS	12-15R	120,900.00				120,900.00
R216	Carpet Replacement R1-R6 OPHS	12-16R	7,800.00		0.00	11,300.00	(3,500.00)
R219	HVAC Replacement/BES/OHES/ROES/MCMS/OPHS/DO	12-19R			4,107.00	0.00	(4,107.00)
R303	Building C Modernization OPHS	13-03R			9,252.78		(9,252.78)
R905	Parking Lot/BES/OPHS	09-05R	1,550,366.00		(0.00)	1,258,939.06	291,426.94
R908	Tennis Court Repairs/OPHS	09-08R	70,200.00			46,600.00	23,600.00
R912	Science Lab Roof Repair/OPHS	09-12R	107,250.00			73,600.00	33,650.00
R913	Site Electrical Upgrades/OPHS	09-13R				13,630.00	(13,630.00)
RDSA	DSA Projects Closeout	RDSA	44,230.00		2,500.00	47,070.61	(5,340.61)

## Measure R Summary All Projects by Site Through January 31, 2013

Row Labels	Description	Project Number	Budget	Revenues	Encumbrances	Expenditure	Account Balance
<b>OVHS</b>	<b>Oak View High School</b>		<b>627,968.00</b>		<b>43,477.88</b>	<b>526,213.10</b>	<b>58,277.02</b>
R001	Fire Alarm Replacement/District	10-01R	45,637.00		5,968.65	31,368.13	8,300.22
R004	Door Lock Replacement/District	10-04R	6,500.00		0.00	6,019.28	480.72
R007	HVAC Digital Control System/District	10-07R	9,750.00		0.00	7,957.06	1,792.94
R011	Irrigation System Upgrades/District	10-11R	0.00		0.00	0.00	0.00
R016	Parking Lot Repair & Replacement/OVHS	10-16R	290,581.00		0.00	264,924.93	25,656.07
R100	Miscellaneous	11-00R	7,300.00		0.00	7,300.00	0.00
R111	Irrigation System Upgrade/District-Wide**	11-11R	20,700.00		2,500.00	8,092.51	10,107.49
R114	Restroom Replacement and Upgrade/OVHS**	11-14R	247,000.00		35,009.23	200,051.19	11,939.58
RDSA	DSA Projects Closeout	RDSA	500.00			500.00	0.00
<b>Grand Total</b>	<b>Grand Total</b>		<b>\$ 23,844,410.00</b>	<b>\$ 412,324.33</b>	<b>\$ 970,146.69</b>	<b>\$ 17,057,644.20</b>	<b>\$ 6,228,943.44</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 19, 2013**  
**SUBJECT: VIII.2 MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on the District's actual and projected cash flow through January 31st of the 2012-13 fiscal year?

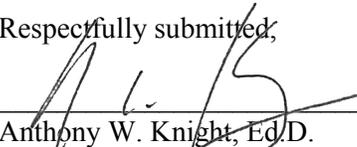
**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging, but never more so than now with more than 20% of current year cash being deferred to the subsequent fiscal year. As a consequence, this condition has created significant issues in the management of the District's cash flow. Given this critical period in school district finance, budget, and cash management, the Business Office has developed the attached cash flow report as an ongoing tool to assist the Administration and Board in analyzing and managing its cash and remaining cash-solvent. This report is updated monthly to reflect actual receipts and disbursements and to update projections based on the latest information.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

**RECOMMENDATION:** None. Information only.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

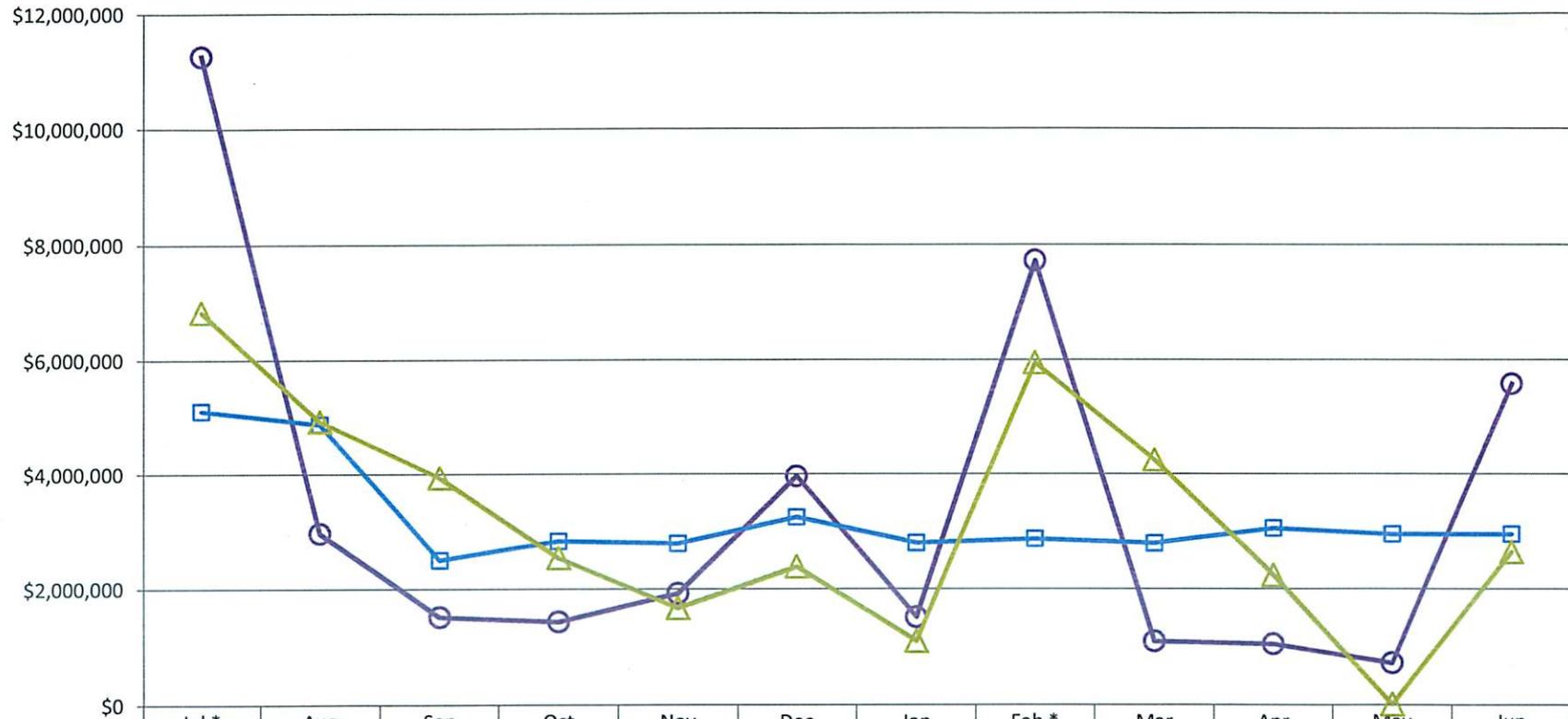
Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW								
Year: 2012-13 Budget								
Budget Used: Approved 1st Interim Budget								
ACTUAL POSTINGS THROUGH JANUARY 31, 2013								
	Object	July	August	September	October	November	December	January
<b>A. BEGINNING CASH</b>	9110	\$686,431	\$6,839,978	\$4,929,459	\$3,942,164	\$2,540,534	\$1,671,014	\$2,385,297
<b>B. RECEIPTS</b>								
Revenue Limit Sources								
Property Taxes	8020-8079	26,445	46,766	0	8,766	394,494	4,494,061	120,700
Principal Apportionment	8010-8019	0	169,475	1,068,153	408,032	743,298	1,435,658	743,298
Miscellaneous Funds	8080-8099	2,125	437	3,597	3,584	3,679	3,874	3,612
Federal Revenue	8100-8299	11,265	-11,265	1,175	0	0	15,265	31,983
Other State Revenue	8300-8599	318,569	-191,189	31,391	518,584	247,902	26,235	408,110
Other Local Revenue	8600-8799	2,714	56,569	386,703	484,814	531,757	984,542	205,337
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		6,700,000	0	0	0	0	-3,350,000	
<b>TOTAL RECEIPTS</b>		<b>7,061,118</b>	<b>70,793</b>	<b>1,491,019</b>	<b>1,423,781</b>	<b>1,921,130</b>	<b>3,609,636</b>	<b>1,513,040</b>
<b>C. DISBURSEMENTS</b>								
Certificated Salaries	1000-1999	111,729	524,777	1,516,242	1,542,499	1,564,974	1,612,038	1,539,079
Classified Salaries	2000-2999	134,307	220,111	377,172	390,860	414,648	413,572	367,838
Employee Benefits	3000-3999	46,581	117,507	605,181	625,864	682,030	650,726	622,306
Books, Supplies	4000-4999	728	35,504	72,609	131,111	119,690	51,906	83,879
Services	5000-5999	40,206	555,551	87,640	297,818	203,870	288,261	274,871
Other Outgo - Excess Costs	7000-7499	0	14,332	0	0	0	0	0
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		2,634,500	2,155,550	0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>		<b>2,968,051</b>	<b>3,623,331</b>	<b>2,658,843</b>	<b>2,988,152</b>	<b>2,985,212</b>	<b>3,016,504</b>	<b>2,887,973</b>
<b>D. PRIOR YEAR TRANSACTIONS</b>								
Accounts Receivable	9200	4,205,276	2,897,758	23,186	7,074	0	353,756	-710
Accounts Payable	9500	2,144,796	1,255,738	-157,344	-155,666	-194,563	232,606	-88,112
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>2,060,480</b>	<b>1,642,019</b>	<b>180,529</b>	<b>162,741</b>	<b>194,563</b>	<b>121,150</b>	<b>87,402</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>6,153,547</b>	<b>-1,910,519</b>	<b>-987,295</b>	<b>-1,401,630</b>	<b>-869,519</b>	<b>714,283</b>	<b>-1,287,532</b>
<b>F. ENDING CASH (A+E)</b>		<b>6,839,978</b>	<b>4,929,459</b>	<b>3,942,164</b>	<b>2,540,534</b>	<b>1,671,014</b>	<b>2,385,297</b>	<b>1,097,765</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>								

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW								
Year: 2012-13 Budget								
Budget Used: Approved 1st Interim Budget								
	Object	February	March	April	May	June	Accruals	Total
<b>A. BEGINNING CASH</b>	9110	\$1,097,765	\$5,954,739	\$4,251,296	\$2,241,533	\$10,107		
<b>B. RECEIPTS</b>								
Revenue Limit Sources								
Property Taxes	8020-8079	157	11,025	3,254,930	42,408	416,260	0	8,816,013
Principal Apportionment	8010-8019	625,498	272,394	40,354	0	4,541,358	4,199,020	14,246,538
Miscellaneous Funds	8080-8099	4,187	4,187	4,187	4,187	4,189	0	41,844
Federal Revenue	8100-8299	53,100	454,758	5,577	187,511	215,397	99,138	1,063,903
Other State Revenue	8300-8599	231,548	231,548	441,208	231,548	236,697	309,857	3,042,009
Other Local Revenue	8600-8799	209,260	214,816	746,545	352,474	199,462	525,065	4,900,059
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		6,700,000	0	-3,350,000	0	0	-6,700,000	0
<b>TOTAL RECEIPTS</b>		<b>7,823,750</b>	<b>1,188,728</b>	<b>1,142,801</b>	<b>818,128</b>	<b>5,613,363</b>	<b>-1,566,920</b>	<b>32,110,366</b>
<b>C. DISBURSEMENTS</b>								
Certificated Salaries	1000-1999	1,567,268	1,567,268	1,567,268	1,567,268	1,567,271	239,212	16,486,893
Classified Salaries	2000-2999	391,022	391,022	391,022	391,022	391,022	61,412	4,335,030
Employee Benefits	3000-3999	630,451	630,451	630,451	630,451	630,449	91,338	6,593,786
Books, Supplies	4000-4999	81,458	37,952	40,373	81,458	81,458	90,157	908,283
Services	5000-5999	282,563	272,312	280,003	282,563	282,563	276,471	3,424,692
Other Outgo - Excess Costs	7000-7499	0	0	128,834	0	0	128,834	272,000
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		4,535	0	0	0	0	0	4,794,585
<b>TOTAL DISBURSEMENTS</b>		<b>2,957,297</b>	<b>2,899,005</b>	<b>3,037,951</b>	<b>2,952,762</b>	<b>2,952,763</b>	<b>887,424</b>	<b>32,020,684</b>
<b>D. PRIOR YEAR TRANSACTIONS</b>								
Accounts Receivable	9200	-96,792	-96,792	-96,792	-96,792	-29,850	0	7,069,322
Accounts Payable	9500	-87,313	-103,626	17,821	0	0	0	2,864,337
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>-9,479</b>	<b>6,834</b>	<b>-114,613</b>	<b>-96,792</b>	<b>-29,850</b>	<b>0</b>	<b>9,933,660</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>4,856,974</b>	<b>-1,703,443</b>	<b>-2,009,763</b>	<b>-2,231,426</b>	<b>2,630,750</b>	<b>-2,454,344</b>	<b>10,023,342</b>
<b>F. ENDING CASH (A+E)</b>		<b>5,954,739</b>	<b>4,251,296</b>	<b>2,241,533</b>	<b>10,107</b>	<b>2,640,857</b>	<b>-2,454,344</b>	<b>\$10,023,342</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>							<b>186,513</b>	

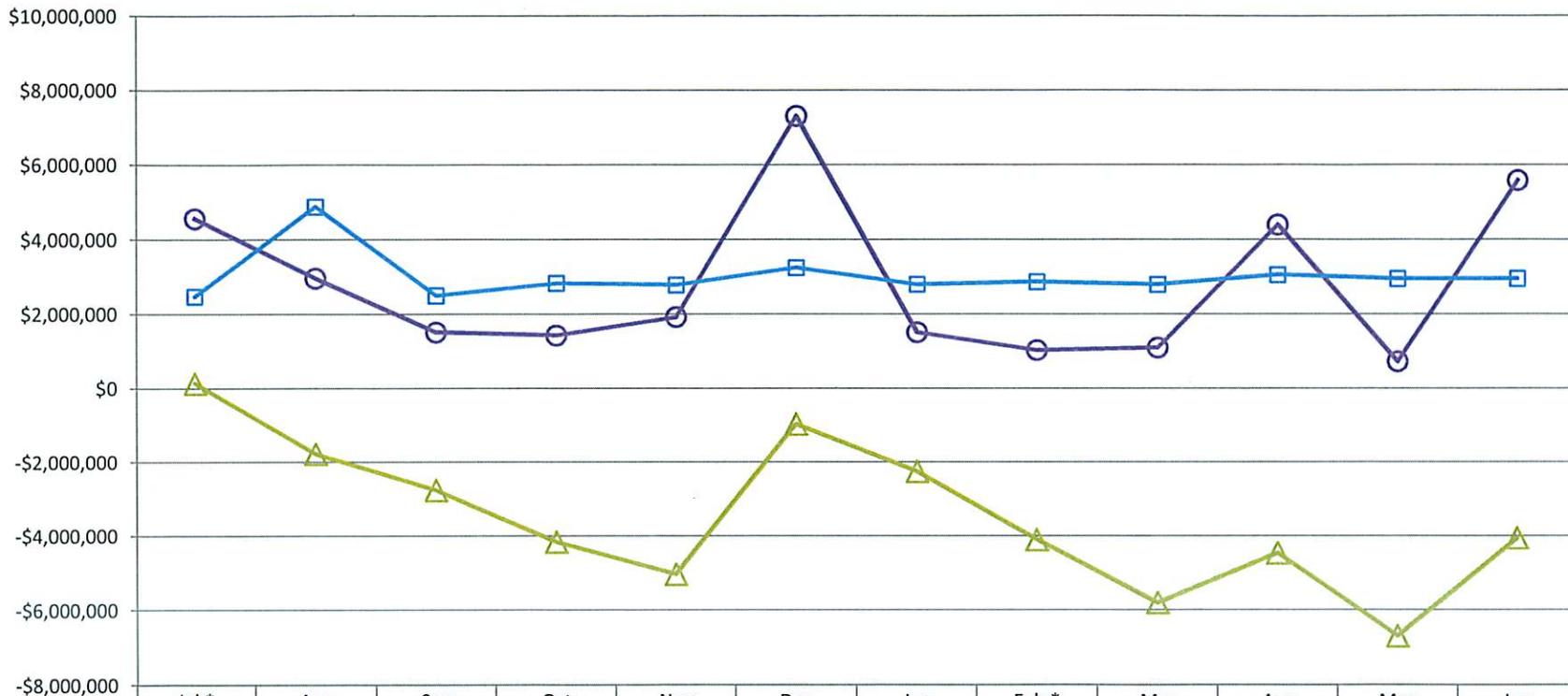
## OPUSD - Cashflow Actuals thru January 31, 2013



	Jul *	Aug	Sep	Oct	Nov	Dec	Jan	Feb *	Mar	Apr	May	Jun
Revenue + AR	11,266,394	2,968,551	1,514,205	1,430,856	1,921,130	3,963,392	1,512,330	7,726,958	1,091,936	1,046,009	721,336	5,583,513
Expense + AP	5,112,847	4,879,070	2,501,499	2,832,486	2,790,650	3,249,110	2,799,861	2,869,984	2,795,379	3,055,772	2,952,762	2,952,763
Cash Balance	6,839,978	4,929,459	3,942,164	2,540,534	1,671,014	2,385,297	1,097,765	5,954,739	4,251,296	2,241,533	10,107	2,640,857

**\* NOTE:** TRAN loan proceeds included in Revenue and Cash Balance lines: July \$6,700,000; Projected February \$6,700,000.  
TRAN repayment included in Expense and Cash Balance lines: July \$2,634,500; August \$2,155,550; December \$3,350,000; April \$3,350,000.

### OPUSD - Cashflow without TRAN Actuals thru January 31, 2013



	Jul *	Aug	Sep	Oct	Nov	Dec	Jan	Feb *	Mar	Apr	May	Jun
Revenue + AR	4,566,394	2,968,551	1,514,205	1,430,856	1,921,130	7,313,392	1,512,330	1,026,958	1,091,936	4,396,009	721,336	5,583,513
Expense + AP	2,478,347	4,879,070	2,501,499	2,832,486	2,790,650	3,249,110	2,799,861	2,869,984	2,795,379	3,055,772	2,952,762	2,952,763
Cash Balance	139,978	-1,770,541	-2,757,836	-4,159,466	-5,028,986	-964,703	-2,252,235	-4,095,261	-5,798,704	-4,458,467	-6,689,893	-4,059,143

**\* NOTE:** TRAN loan proceeds included in Revenue and Cash Balance lines: July \$6,700,000; Projected February \$6,700,000.  
TRAN repayment included in Expense and Cash Balance lines: July \$2,634,500; August \$2,155,550; December \$3,350,000; April \$3,350,000.

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: VIII.3. MONTHLY ENROLLMENT AND ATTENDANCE REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 5 of the 2012-13 school year?

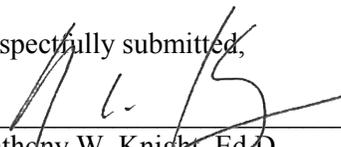
**BACKGROUND:** As student enrollment and attendance plays a key factor in General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. This report will be updated and reported to the Board each month at its regular meetings, accompanied by staff analysis of the information.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

**RECOMMENDATION:** None. Information only.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

**MONTHLY REPORT OF ENROLLMENT AND ADA**

Board Meeting, February 19, 2013

Page 1

Site/ Grade	YEAR TO DATE P-1		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	95	87.52	89	87.06	90	86.74	91	87.33	92	87.06
1	83	81.30	84	82.63	84	81.00	84	82.11	83	81.17
2	102	96.93	100	98.50	100	96.42	99	97.39	100	95.61
3	110	105.18	110	109.44	109	103.89	109	105.72	107	102.61
4	120	115.61	117	115.25	118	114.95	120	116.72	120	114.39
5	96	93.64	97	96.25	97	94.16	97	93.00	96	93.00
SDC	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Total	607	581.18	598	590.13	599	578.16	601	583.27	599	574.84
ADA % **		96.73%		98.16%		96.55%		96.96%		95.82%
<b>OHES</b>										
K	79	75.62	78	76.56	79	75.11	79	76.39	79	76.56
1	81	75.17	74	73.38	77	73.95	77	74.94	79	75.44
2	82	80.44	84	81.69	83	80.79	83	81.56	82	79.67
3	86	84.19	87	84.81	87	84.42	87	84.56	86	84.06
4	92	89.89	93	92.50	92	90.37	91	89.56	92	89.00
5	122	117.13	123	119.81	121	118.53	121	116.78	120	114.50
SDC	0	-	0	-	0	-	0	-	0	-
Total	542	522.44	539	528.75	539	523.17	538	523.79	538	519.23
ADA % **		96.94%		98.09%		97.10%		97.18%		96.58%
<b>ROES</b>										
K	76	72.06	75	73.63	76	73.16	76	70.28	76	71.44
1	107	102.75	107	105.50	107	103.53	107	102.56	107	101.44
2	81	79.34	82	80.88	83	80.37	82	79.83	82	78.72
3	111	108.12	111	109.19	111	108.32	113	109.50	113	107.44
4	96	91.97	95	92.94	95	91.84	94	91.67	95	89.33
5	93	89.76	92	89.75	93	90.37	93	90.56	93	89.72
SDC	0	-	0	-	0	-	0	-	0	-
Total	564	544.00	562	551.89	565	547.59	565	544.40	566	538.09
ADA % **		96.50%		98.19%		97.16%		96.41%		95.33%
<b>MCMS</b>										
6	377	366.70	378	371.56	378	365.26	378	370.56	378	362.50
7	385	372.49	388	379.50	388	371.79	387	374.22	385	369.33
8	364	350.38	364	357.50	364	350.26	362	353.89	362	347.22
SDC	2	1.84	2	2.00	2	1.95	2	1.78	2	1.72
Total	1128	1,091.41	1132	1,110.56	1132	1,089.26	1129	1,100.45	1127	1,080.77
ADA % **		96.61%		98.25%		96.24%		97.35%		95.78%
<b>OPHS</b>										
9	390	378.48	388	382.69	389	378.58	389	379.17	389	375.56
10	382	375.78	385	381.44	385	377.37	384	375.28	384	372.44
11	342	341.73	356	350.38	354	345.89	352	339.11	349	336.22
12	327	321.30	330	325.88	329	321.84	329	320.72	328	319.72
SDC	3	2.88	3	3.00	3	2.89	3	2.89	3	2.94
Total	1444	1,420.17	1462	1,443.39	1460	1,426.57	1457	1,417.17	1453	1,406.88
ADA % **		97.45%		98.58%		97.55%		97.24%		96.73%
<b>OVHS</b>										
10-12	45	44.10	46	39.81	47	44.17	48	45.73	49	45.12
ADA % **		98.00%		86.54%		93.98%		95.27%		92.08%
<b>OPIS</b>										
K-12	176	165.60	162	151.19	172	166.95	173	168.44	176	168.50
ADA % **		97.62%		96.64%		98.94%		97.81%		96.59%
Other ***	5	8.34	5	7.15	5	7.63	5	7.62	5	7.90
<b>TOTALS</b>										
K-12	4511	4,377.24	4506	4,422.87	4519	4,383.50	4516	4,390.87	4513	4,341.33
ADA % **		97.03%		98.16%		97.00%		97.17%		96.20%

\* Enrollment is as of last day of school month.

\*\* % of Attendance by Site is from Zangle Attendance Month calculation.

\*\*\* Other is HH, NPS, Ext Yr

**MONTHLY REPORT OF ENROLLMENT AND ADA**

Board Meeting, February 19, 2013

Page 2

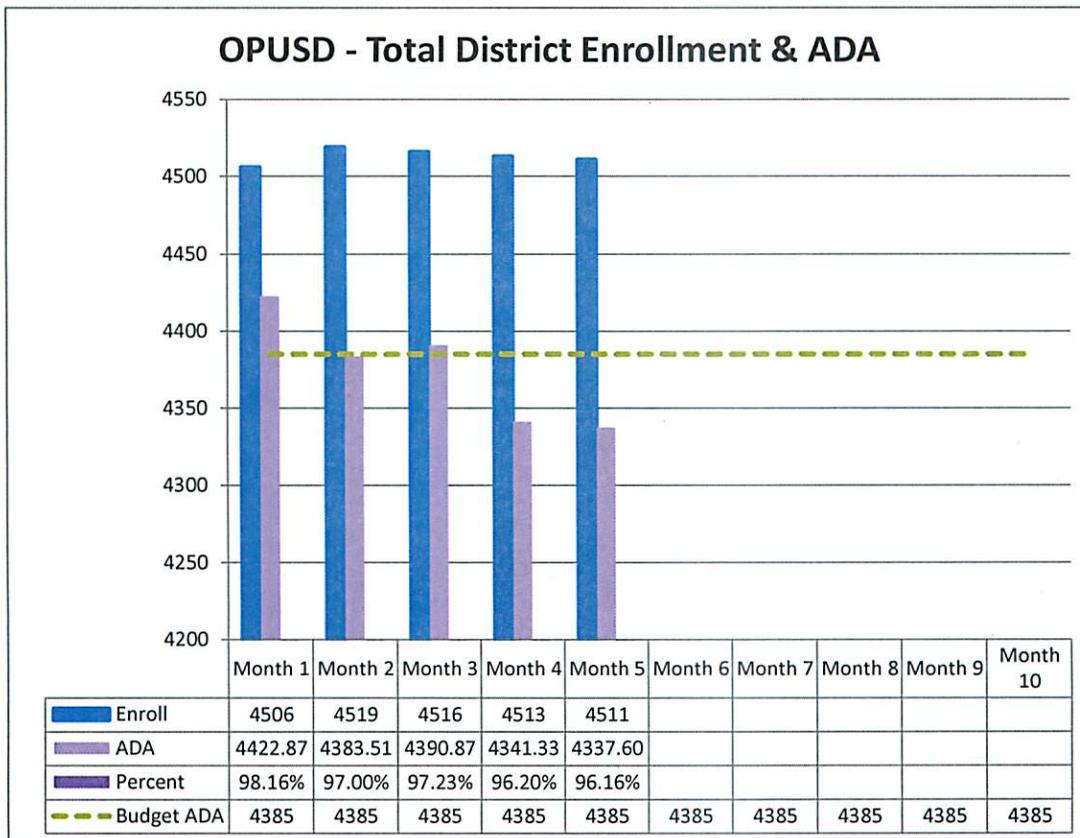
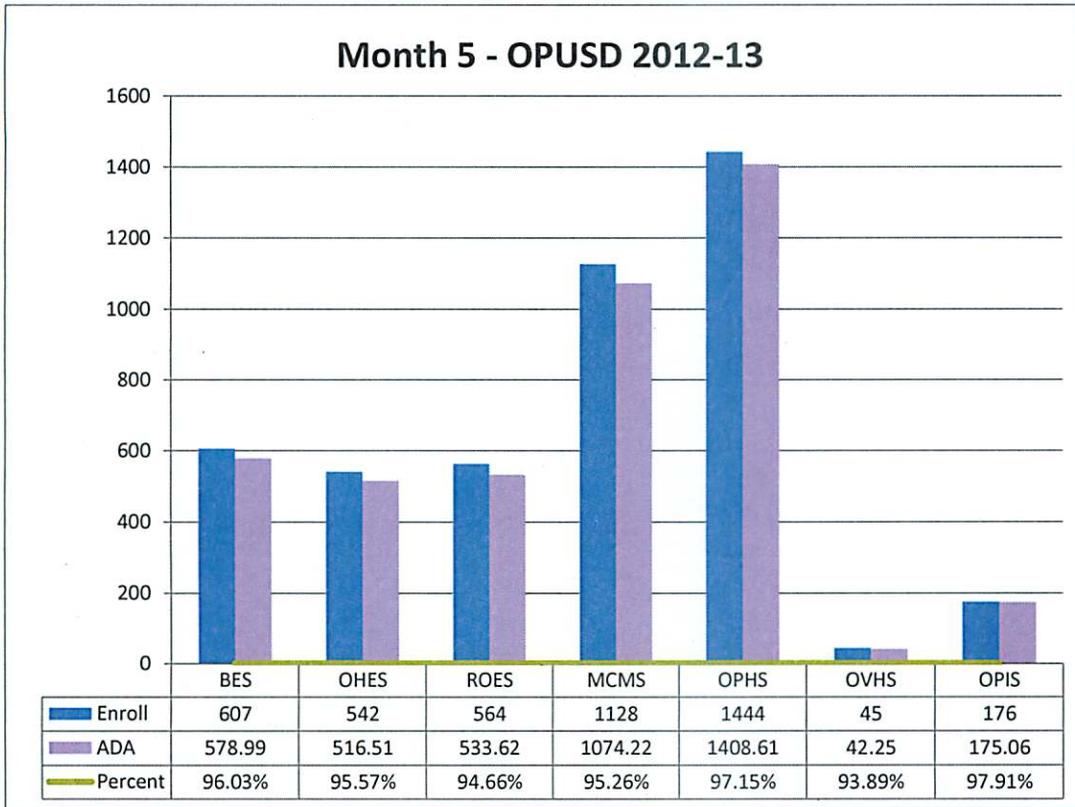
Site/ Grade	Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>												
K	95	89.39										
1	83	79.94										
2	102	96.72										
3	110	104.28										
4	120	115.83										
5	96	91.83										
SDC	1	1.00										
Total	607	578.99										
ADA % **		96.03%										
<b>OHES</b>												
K	79	73.5										
1	81	77.78										
2	82	77.89										
3	86	83.17										
4	92	88.28										
5	122	115.89										
SDC	0	-										
Total	542	516.51										
ADA % **		95.57%										
<b>ROES</b>												
K	76	70.61										
1	107	100.56										
2	81	76.78										
3	111	105.06										
4	96	92.22										
5	93	88.39										
SDC	0	-										
Total	564	533.62										
ADA % **		94.66%										
<b>MCMS</b>												
6	377	362.5										
7	385	366.11										
8	364	343.83										
SDC	2	1.78										
Total	1128	1,074.22										
ADA % **		95.26%										
<b>OPHS</b>												
9	390	376.44										
10	382	372.5										
11	342	337.83										
12	327	319.17										
SDC	3	2.67										
Total	1444	1,408.61										
ADA % **		97.15%										
<b>OVHS</b>												
10-12	45	42.25										
ADA % **		93.89%										
<b>OPIS</b>												
K-12	176	175.06										
ADA % **		97.91%										
Other ***	5	8.34										
<b>TOTALS</b>												
K-12	4511	4,337.60										
ADA % **		96.16%										

\* Enrollment is as of last day of school month.

\*\* % of Attendance by Site is from Zangle Attendance Month calculation.

\*\*\* Other is HH, NPS, Ext Yr

## OAK PARK USD - ATTENDANCE



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Debra A. Burgher, Principal**

**DATE: February 19, 2013**

**SUBJECT: Monthly Board Report**

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**SCHOOL SITE COUNCIL MEETING:** Brookside site council met on 1/22/13. School safety was discussed and the School Safety Plan was signed.

**BROOKSIDE GARDEN:** A small trellis was built over the weekend using eucalyptus branches. Amendments and plants will be added during February and March.

**GUYS & DOLLS – 5<sup>TH</sup> GRADE PLAY:** Brookside fifth graders will perform the musical *Guys and Dolls* on the evenings of Feb. 7 & 8 at 6:30 PM. *Guys and Dolls* is a musical with music and lyrics by Frank Loesser. It premiered on Broadway in 1950 and won a Tony award for Best Musical.

**PTA FUNDS PRIMARY AIDES & MATH PROGRAM:** At the January PTA General Association meeting, the membership voted to fund three primary aide positions in 1<sup>st</sup> -3<sup>rd</sup> grade classrooms. These are temporary positions through June 2013. Also approved for funding is the cost of a site license for IXL Math for grades K-5. Brookside teachers requested IXL Math be funded after participating in a 30 day free trial during January.

**TEACHING & LEARNING:** First graders are completing a unit on China with the annual field trip to Chinatown. Docents from the Chinese Historical Society will give a tour and then lunch will be at the Ocean Seafood Restaurant. Also this month, students will begin a FOSS Weather Unit and learn about Symbols of Freedom in social studies. Second graders are researching famous people and writing biographies. They are also writing "How To" books in Writer's Workshop and will soon be starting a Science unit on Balance and Motion.

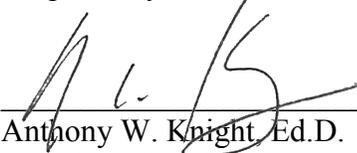
**HIGHLIGHTS:**

Feb 20 – Hot Chocolate & Bingo with Mrs. Burgher (student reward)

Feb 22 – GATE Parent Meeting

Feb 28 – Tuleeni Children's Orphanage in Tanzania – Fundraiser kick off today!

Respectfully submitted:



Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified School District Board of Education**

**FROM: Erik Warren, Principal, Oak Hills Elementary School**

**DATE: February 19, 2013**

**SUBJECT: Monthly Board Report**

---

Students from 4th and 5th grade took part in the annual Oak Hills Spelling Bee. Twenty-one classroom finalists earned a spot at the main event. Congratulations to our school Spelling Bee Champion, Vipul Sangaraju! Vipul, a 5th grader in Ms. Melville's class, won the annual school Spelling Bee which took place on January 10. Vipul will be representing Oak Hills in the Ventura County Spelling Bee on March 2, 2013. Congratulations also go to 2nd Place Winner, Sarah Bock, and 3rd Place winner, Sohun Seedhar.

The after-school theatre program performed both for their classmates during school assemblies and at the evening shows. The younger group performed Aladdin, and the upper grades performed their version of Grease. Our students did a terrific job.

The Father-Daughter Dance Committee is extremely excited by large number of RSVPs for this weekend's dance. It's going to be a very lively event! Our community partners are helping to make the night even more special for everyone, including Oak Hills. Families who begin their evening at one of our restaurant sponsors, ANGEL CAFE, LAMPPOST PIZZA, or SAYKA SUSHI, will earn 20% of the bill as a donation back to the school. We are grateful to these neighborhood restaurants for their support.

Our students who are enrolled in Chorus and Band last fall did an outstanding job. Enrollment has begun for the winter/spring session and we hope to have even more students participate.

Respectfully Submitted;



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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Jon A. Duim, Principal, Red Oak Elementary School**

**DATE: February 19, 2013**

**SUBJECT: Monthly Board Report**

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**American Revolution Field Trip**

Costumed fifth grade students actively participated in an in-house field trip called Walk Through the Revolution. In this activity students acted out roles as American Revolutionary leaders and explained issues and actions during the period. As a moderator proceeded through a timeline of historical events, three teams in each class competed by earning points based upon knowledge, participation and acting performance. This event occurred on February 4 and 5.

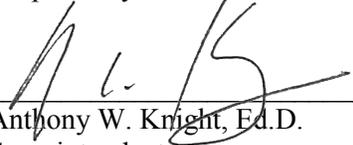
**Scholastic Book Fair**

Our school library hosted the Scholastic Book Fair from January 28 to February 5. The Book Fair was open to students at lunch and after school. Students and parents also used evening and weekend times and dates for viewing. The theme of the Book Fair was space. Costumed characters were on hand Saturday along with guest readers, such as teachers and Principal Duim. Local individuals interested in space came out on Thursday night at our kick-off event and set up four telescopes. They instructed the students on how to use the telescopes and allowed the students to view various planets. This event raised money to add books to both our school and classroom libraries.

**Parenting Classes**

Parenting Classes began in January and continue on each Tuesday night through March. Parents are welcome to join at any time. The classes begin at 6:30 and end at 8:00 in the Red Oak Library. Elementary School Counselor, Deborah King is the facilitator and together the parents learn about ways to help successfully deal with the many challenges they face in raising well-rounded children.

Respectfully Submitted:

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**

**DATE: FEBRUARY 19, 2013**

**SUBJECT: MONTHLY SCHOOL REPORT**

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**Jazz Band Visits OPUSD Elementary Schools to Highlight MCMS Possibilities:** As part of our extensive articulation with 5<sup>th</sup> grade, our outstanding Jazz band will be visiting and playing according to the following schedule: Mon. 2/11: Red Oak 12:45-1:30, Oak Hills 2:15-3:00. Fri. 2/15: Brookside 1:15-2:00.

**National Assessment for Educational Progress (NAEP)** – Medea Creek was selected by the Department of Education to administer the NAEP to a selection of 8<sup>th</sup> grade students on March 11. These students will be tested in Technology and Engineering Literacy. Scores are used to assess student’s knowledge and skills nationally. Student and school scores are not released.

**Jump Rope/Hoops For The Heart February 12-13:** P.E. has hosted, once again, this fitness event that raises money and awareness for the prevention of Heart Disease. Later we will share the totals donated, by grades 6-8 to the American Heart Association for 2013. Thanks to the Physical Education Department at MCMS, Al Calce, Mark Jacobs, Frances Hermosillo, Neva Fast, Kyle Kegley, and Teresa Hogan.

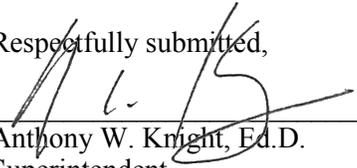
**MCMS V. Lindero February 19 @ 3:00:** Our 8<sup>th</sup> graders meet again at Medea for a great game! Thanks to coach Kegley and the MCMS P.E. department.

**Catalina Information Night: February 21 at: 6:30 in the Gym:** Parent information night about the upcoming trip.

**7<sup>th</sup> Grade Catalina Curricular Trip February 25-27:** Here we go again!!!! Many thanks to a host of parent chaperones, as well as our own Cindy Ligeti, Kelly Johnson, Jessica Vaughn, Robert Large, Aaron Ferguson, and Melissa Bayles for helping to make this exceptional learning adventure possible.

**MCMS Accepts Award at CLMS in Sacramento February 28- March 1:** Principal Benioff will accept a California Schools To Watch Model Middle School Award at the California League of Middle Schools’ Annual Conference.

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park High School Site Council**

**FROM: Kevin Buchanan, Principal, Oak Park High School**

**DATE: February 19, 2013**

**SUBJECT: Monthly Board Report**

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**CAHSEE**

The California High School Exit Exam In English Language Arts and Mathematics was given to all OPHS tenth graders on February 5-6. This important graduation requirement is administered 3 times each year. Traditionally, 98-99% of tenth grade students pass the exam the first time they take it but make-ups are held for absent students and students who have not yet passed it.

**National Merit Finalists**

All six of our National Merit Semi finalists have been named National Merit Finalists. This is the second consecutive year that all of the semi-finalists have made it to become finalists. To become a Finalist, a Semifinalist must have an outstanding academic record throughout high school, be endorsed and recommended by the high school principal, and earn SAT scores that confirm the student's earlier performance on the qualifying test. The Semifinalist and a high school official must submit a detailed scholarship application, which includes the student's essay and information about the Semifinalist's participation and leadership in school and community activities. OPHS finalists are Annie Cheng, Hemaxi H. Desai, Michael W. Ebert, Rachel L. Hsiong, Avyay Panchapakesan, and Ellice W. Wang.

**Advanced Placement Exams**

Advanced Placement Exam Registration begins on February 4 and ends on March 22 @ Lunch. Students may purchase exams in the Student Store by check or cash at nutrition, lunch or after school. Or they may be purchased online. Mandatory Pre-administration sessions will be held April 22 – May 3.

**ASB Events**

**Battle of the Bands**

The OPHS annual "Battle of Bands" competition will be held on Thursday, February 21, from 7 p.m. - 10 p.m. in the OPHS Pavilion

**In 'n' Out**

The In-N-Out Burger Truck will be on the OPHS Campus on **Friday, February 8**, during lunch from 12:00 pm to 1:30 pm. The cost is \$4 per meal and tickets can be purchased at the Student Store.

**Red Cross Blood Drive**

This year the Blood Drive is open to the community on February 26, from 8:00-300 in the Pavilion

**Athletics**

CIF rankings currently place OPHS boys and Girls basketball among the top teams in Southern California

**NAEP**

OPHS seniors will take the National Assessment of Educational Progress on Thursday, February 14<sup>th</sup>. The NAEP is known as the Nation's report card and is administered yearly in selected schools to 4<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup> grade students nationally. We were selected this year to give the NAEP to our seniors.

**Respectfully Submitted by:**

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**Anthony W. Knight, Ed.D.**  
**Superintendent**

**TO: Members of the Oak Park Unified Board of Education**

**FROM: Lou Tabone, Principal, Oak View High School/Oak Park Independent School**

**DATE: February 19, 2013**

**SUBJECT: Monthly Board Report**

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Oak View High School

Our enrollment has increased to 50 students and we are excited to have other referral(s). Increasing Nicole Simmons to 1.0 FTE allows us to expand the course offerings and meet student needs. We are pleased that students outside of our district continue to seek us out.

Our wonderful hydration station is installed and up and running.

Final preparations are underway for our WASC Midterm visit on February 28<sup>th</sup>. The Chair believes it is sufficient to meet with the school staff so there is no need for District Office/Board members to schedule their time. However, thank you for your support throughout the year.

The Clean Teen group enjoyed a Chinese luncheon at school, courtesy of our ASB funds.

We are selecting our STAR Scholar and will attend the annual recognition dinner on Tuesday, April 16<sup>th</sup>.

Graduation will be at the Oak Park Community Center in the Multipurpose Room on Friday, June 14, 2013 at 5:00 pm.

Independent School

Our enrollment has reached 186 students. Thank you for the increase in FTE to meet the needs of our students.

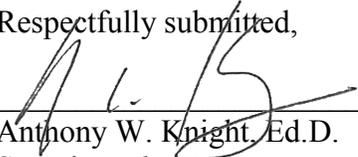
Nicole Simmon's science labs for OPIS students are quite popular. Students are asking to attend all of them- even the labs outside of their course of enrollment!

Our WASC activities continue through meetings and follow up activities among staff. We are developing several useful strategies to improve teaching and learning over the next six years.

Our next field trip is to the Columbia Memorial Space Center in Downey, CA. The center is dedicated to teaching children about careers in aviation and space exploration.

Kate Thompson is working with Sepideh Yeoh to enlist OPIS student involvement in the International Gala. It appears that several of our performing arts students plan to participate.

Respectfully submitted,

  
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Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified School District Board of Education**

**FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School**

**DATE: February 19, 2013**

**SUBJECT: Monthly Board Report**

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Everyone is very busy working on explorations of our natural environment and the birds and animals living around us. Room 16 children have been busy making birds for the tree they made and writing poems about their birds. Room 17 children are studying animal prints and sounds, and making papier-mâché animals. The two classes are working together to plan a naturalist led hike at Oak Canyon Community Park.

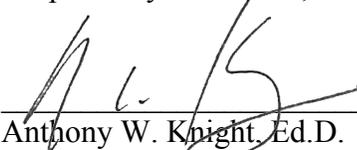
Our Parent Advisory Board has been very active in fundraising efforts and developing a plan for an outdoor playhouse. We hope to raise enough money to design and build a playhouse with a porch and paved yard. The PAB is working with Julie Suarez to make sure the structure meets all the school safety requirements. They held a fundraiser at Sharky's and invited Mr. Craig to perform and are planning another "fun day" for March. We will also have a large community event on May 4<sup>th</sup>. The PAB has also added an enrichment class on Tuesdays. Miss Sophia is teaching the class entirely in Spanish and the children seem to really enjoy the class and the teacher.

As part of our First 5 Ventura County obligations, we need to provide parent and child together classes. This has been difficult because it takes time to build the class and we need a teacher to attract the students. I have received permission from First 5 to use our minor equipment funds to pay for a parent and child together teacher, regardless of how many students register. So, we have started our first class with two students. Both parents were very happy with the class and are planning on bringing friends next week. We are also exploring the options of a Spanish class and nature hikes.

We will be having a Registration Open House on February 28<sup>th</sup>, from 10:00 to 11:30am. Tuition for the 2013/2014 school year will increase 3%. For anyone registering and paying by April 1, we will apply their registration fee of \$150 to the first tuition payment.

Please feel free to visit at any time. I would love to show you our program at work.

Respectfully Submitted;



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Anthony W. Knight, Ed.D.  
Superintendent